



Frontline: Central Admin

Using the Staff Directory

Using the Staff Directory

The Staff Directory displays staff details, including employee ID, position, job type, location, department, work phone, email, and hire date.

Users assigned to permission groups with more than one employee included in the Scope of Control can select the "Staff Directory" option from the side navigation.

The Staff Directory lists specific details included within a user's profile, and the system provides multiple filters to help narrow your search results.

To choose a filter, click the dropdown under a specific label and select a filter option or use the search box to locate a specific user by name or emp ID. Once you locate the user(s) in question, you can review their data. This information includes the staff ID, position, job type, location, department, work phone, email, and hire date.

The screenshot shows the Staff Directory interface with various filters and a list of staff members. The filters include Job Type, Department, Location, Employment Group, Work Relationship, Staff Type, Hire Date, and Status. The search bar is labeled "Find by Name or Staff ID" and shows "16 Staff Members". The sort order is "Last Name A-Z". The staff list includes three entries: Campbell, Jess (12496), Jones, Martha (19763), and Kirigaya, Kirito (14525).

Job Type	Department	Location	Employment Group	Work Relationship	Staff Type	Hire Date	Status
All	All	All	All	All	All		1 of 5 Selected
							Active

Find by Name or Staff ID 16 Staff Members Sort by Last Name A-Z Export

Name	Staff ID	Position	Location	Work Phone	Email	Hire Date
Campbell, Jess	12496	Teachers Math Teacher	Rose Upper Middle ... Math	No Phone Number	jcampbellx1@gmail.com	No Hire Date Added 4/12/2017
Jones, Martha	19763	Certified Teachers Autism Specialist	Coal Hill Elementary Language Arts	No Phone Number	mjones@vcasd.com	No Hire Date Added 4/7/2017
Kirigaya, Kirito	14525	Certified Teachers Instructional Aide	Kingsglave High Sch... Science	No Phone Number	kkirigaya1011@gmail.com	Hired 10/7/2008 Added 11/11/2016