How to Reflect that your School is Utilizing the Services of Montana Small School Alliance (MSSA) in TEAMS

School systems with fewer than 126 students may utilize a consortium, multidistrict agreement, or an interlocal cooperative to secure library media specialist or school counselor services. (Reference: ARM 10.55.709(3) and 10.55.710(3))

MSSA services are recorded on the Contractor screen in TEAMS.

⚠️ DO NOT create a librarian/counselor TOE record for the school’s employee that implements the materials provided by the MSSA.

**Step 1: Locate the Contractor screen.**

1. On the “Home” row, click the “District” tab.
2. Click the “Contractors” subtab.

**Step 2: Add a record for a position that is fulfilled by a contractor.**

1. Click the “Add New Contractor Record” link below the “Valid Contractors” table.
2. Select the SC of the school that is associated with the contractor.
3. Click the “Search” button to locate a contractor.
   a. You cannot type in the field, you must click the “Search” button.

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*Please email OPITEAMS@mt.gov for assistance entering MSSA into TEAMS.*
b. Enter “MSSA” in the Contractor Name field.
c. Click the “Search” button.
d. Click the “Select” link beside Montana Small Schools Alliance.

4. Select the name of the individual who performs the contracted services.
   a. Counselor = Dan Rask
   b. Curriculum Coordinator = Dan Rask
   c. Librarian = Michael Schulz

5. Enter “.001” for all contracted FTE.

6. Select the position code of the contracted employee.

7. Click the “Add Record” button to add the record.
   a. Click the “Cancel” link to cancel the record and return to the previous screen.

*Step 3: Repeat Step 2 for
  - each service (library, counselor, and/or curriculum coordinator) that you have contracted with MSSA
  - each school in the school system (for each position).