

## Assigning more than one contributing professional to one classroom

Path: Scheduling | Courses | Sections | Staff History

There are two options for adding a contributing professional to a course; Teacher and Section Staff. The titles 'Teacher' and 'Section Staff' refer to the access rights **NOT** to whether the contributing professional is classified or certified staff.

Note: Multiple contributing professionals can be assigned to a single class, however, at this time CIITS can only pull the 'Primary Teacher' and one contributing professional.

The process for pulling the contributing professional is as follows:

1. The first contributing professional listed under Teacher will be pulled. If there is no one listed then;
2. The first contributing professional listed under Section Staff will be pulled.

Example #1.

106-1 HANDWRITING			
Teacher: Easter, Nick			
Section	Staff History	Roster	Attendance
Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit
<input type="checkbox"/> New Primary Teacher	<input type="checkbox"/> New Teacher	<input type="checkbox"/> New Section Staff	
Staff History			
Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			
Teacher			
Johnson, Candy			
Section Staff			
Godsey, Cindy			

In this example Nick Easter will be pulled as the Primary Teacher and Candy Johnson will be pulled as the contributing professional.

Example #2

102-1 READING			
Teacher: Easter, Nick			
Section	Staff History	Roster	Attendance
Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit
<input type="checkbox"/> New Primary Teacher	<input type="checkbox"/> New Teacher	<input type="checkbox"/> New Section Staff	
Staff History			
Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			
Section Staff			
Barnette, Garnetta			

In this example Nick Easter will be pulled as the Primary Teacher and Garnetta Barnette will be pulled as the contributing professional

Example #3

**102-1 READING**  
Teacher: Easter, Nick

Section Staff History Roster Attendance Grading By Task Grading By Student Roster Setup Roster Batch Edit

New Primary Teacher  New Teacher  New Section Staff

Staff History

Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			
Teacher			
Godsey, Cindy			
Johnson, Candy			
Section Staff			
Barnette, Garnetta			

In this example Nick Easter will be pulled as the Primary Teacher and Cindy Godsey will be pulled as the contributing professional.

### Definitions:

**Teacher**– An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning, but **has** access to Primary Teacher’s grade book and attendance roster. In order for a teacher to be considered the contributing professional in CIITS the contributing professional must be listed as the first teacher.

**Section Staff** – An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning, **but does not have** access to Primary Teacher’s grade book and attendance roster. If there is no one listed in the teacher section the first section staff will be listed as the contributing professional in CIITS.

### Adding Contributing Professionals

To add a new Teacher click on the New Teacher link.

**102-1 READING**  
Teacher: Easter, Nick

Section Staff History Roster Attendance Grading By Task Grading By Student Roster Setup Roster Batch Edit

New Primary Teacher  **New Teacher**  New Section Staff

Staff History

Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			

Select the name of the contributing professional to be added and then click Save.

**102-1 READING**  
Teacher: Easter, Nick

Section **Staff History** Roster Attendance Grading By Task Grading By Student Roster Setup Roster Batch Edit

Save  New Primary Teacher  New Teacher  New Section Staff

Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			

Start Date and End Date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Staff History Detail

Teacher

\*Name Start Date End Date District Assignment

Johnson, Candy

Comments

To add a contributing professional to be listed as Section Staff click on the New Section Staff link.

**102-1 READING**  
Teacher: Easter, Nick

Section **Staff History** Roster Attendance **Grading By Task** Grading By Student Roster Setup Roster Batch Edit

New Primary Teacher  New Teacher  **New Section Staff**

Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			

Select the name of the contributing professional to be added and then click Save.

**102-1 READING**  
Teacher: Easter, Nick

Section **Staff History** Roster Attendance Grading By Task Grading By Student Roster Setup Roster Batch Edit

Save  New Primary Teacher  New Teacher  New Section Staff

Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			
Teacher			
Johnson, Candy			

Start Date and End Date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Staff History Detail

SectionStaff

\*Name Start Date End Date District Assignment

Barnette, Garnetta

## Assigning a contributing professional to work with a small subset of students

**NOTE: this is a workaround to be used until CIITS can accommodate more than one contributing professional and Infinite Campus can connect a contributing professional to specific students in a section of a class. This process will be reevaluated at the end of the pilot.**

In some cases a class may have a contributing professional that does not work with the entire class. Instead the contributing professional may be only assigned to work with a small group of students within that class.

For example the Reading class below has the Primary Teacher (Nick Easter) and the Contributing Professional (Candy Johnson) assigned to the class. These two individuals work with the entire class and so contribute to the growth of all students in the class.

**102-1 READING**  
Teacher: Easter, Nick

Section | **Staff History** | Roster | Attendance | Grading By Task | Grading By Student | Roster Setup | Roster Batch Edit

New Primary Teacher  New Teacher  New Section Staff

Staff History			
Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			
Teacher			
Johnson, Candy			

However, there is another Contributing professional that also works in this class but they only work with a small group of students. In order for this contributing professional to be correctly linked to just the students that he/she works with the following process in Infinite campus must occur:

1. A new section of the class must be created

**102 READING**

Course | **Sections** | A+ Grading Tasks | A+ Standards | A+ Composite Grading | Scheduling Rules

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group
Edit	1	Easter, Nick		T1-T4	REG	H	(22/30)	
Edit	2	TEAGUE, M		T1-T4	REG	H	(18/30)	
Edit	3	WARREN, M		T1-T4	REG	H	(20/30)	
Edit	21	HATFIELD, S		T1-T4	REG	H	(16/30)	

[Add a Section](#)

2. Create a new section

Teacher: None Assigned

Section Staff History Roster Attendance Grading By Task

Save Delete

**Section Editor**

\*Section Number 11 Teacher Display Name Nick Easter

Max Students () Lunch Count  Milk Count  Adult Count

Room  Skinny Seq  Team  Homeroom

\*Highly Qualified Highly Qualified

Primary Teacher  
There is no active primary teacher for this section.

Special Type 01: None

Population ID

Core Content

**Section Schedule Placement**

	QUARTERS			
	T1	T2	T3	T4
H	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KSI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Then click on the Staff History Tab and assign the same Primary Teacher as before

4. Assign the contributing professional as a teacher or section staff.
5. Roster the students with which this contributing professional works into the section.

Note: Students can be rostered into both the sections so that the teacher only has to use the grade book and lesson planner for the original section.

The same process can be used to allow multiple contributing professionals to have access to the same roster.