



OFFICE OF KNOWLEDGE, INFORMATION, AND
DATA SERVICES (KIDS)

DIVISION OF ENTERPRISE DATA

TRAINING – DOCUMENT

Contributing Professionals'
Setup and CIITS

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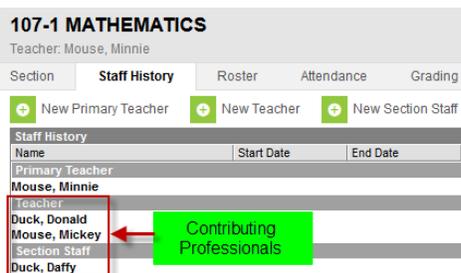
Section Staff Types

There are three staff types that may be added to a section in Infinite Campus:

- Primary Teacher**
 The individual listed as the primary teacher on the section must be certified.
- Teacher**
 An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning, and **has** access to Primary Teacher’s gradebook and attendance roster.
- 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 gradebook and attendance roster.

Setting up Contributing Professionals to Access the Roster in CIITS

How contributing professionals are assigned to a section in Infinite Campus will determine if they have access to the section’s roster in CIITS. Only the primary teacher and one contributing professional assigned to the section in Infinite Campus will have access to the section’s roster in the Classrooms module in CIITS.



The following individuals will have access to the section’s roster in CIITS:

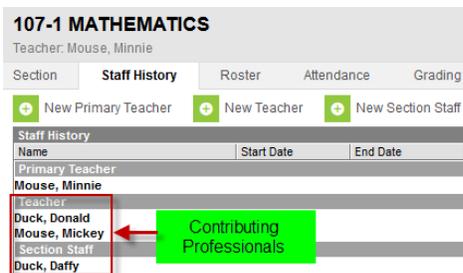
- Primary Teacher assigned to the section in Infinite Campus
- AND
- The first person who appears in the list under Teacher **OR** if there are no individuals under Teacher, then the first person who appears in the list under Section Staff

In the example above, Minnie Mouse (Primary Teacher) and Donald Duck (appearing first under Teacher), will also have access to the section’s roster in CIITS. Mickey Mouse and Daffy Duck will NOT have access to the section’s roster in CIITS.

Contributing Professionals Working with a Subset of the Roster

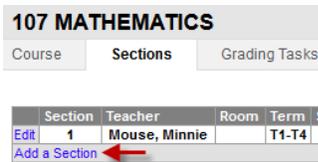
In some cases a section may have a contributing professional that does not work with all of the students on the section’s roster. Instead, the contributing professional may be only assigned to work with a small group of students on the roster. In this case, the recommended solution is to create a new section of the course and add only the students that this contributing professional works with to the roster of this new section.

In this example, Teacher Mickey Mouse only works with a subset of students on the roster for section 1 of this course. To ensure that only students that Mickey Mouse works with are attributed to him, we will set up a new section of this course, and only add students to the roster with whom Mickey Mouse works.

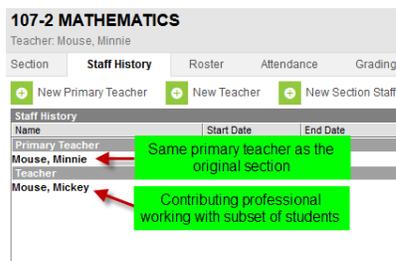
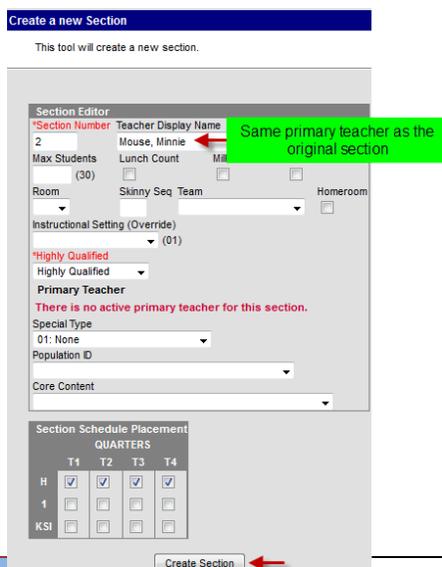


NOTE: If creating a new section containing only the students with whom the contributing professional works, remove the contributing professional from the original section (the section that contains all students on the roster).

1. Add a new section of the course.



2. Assign the same Primary Teacher from the original section to the new section. Assign only the contributing professional working with the subset of students as a contributing professional.



3. Roster the students with whom this contributing professional works into the section.

NOTE: Students should appear on the roster in both sections so that the primary teacher only uses the gradebook and lesson planner for the original section.

Guidance on Teacher and Contributing Professional Setup

This section provides additional guidance on setup of Teachers and Contributing Professionals as it relates to CIITS. Refer to the [Teacher of Record KSIS data standard](#) for general setup information.

District Assignment **Type** value

- The Type value on an employee’s district assignment record(s) should match the role that best reflects what the employee does in the district, and in which the employee is being evaluated. The Type value should be the same on all of an employee’s district assignment record(s). If an employee has varying values between district assignment records, the LEAD extract randomly selects which value they receive.
- LEAD requires that an employee with a district assignment record with Type 01 (Teacher) be assigned as the primary teacher, teacher, or section staff of at least one active course/section.
- It will NOT cause a problem with LEAD if an employee has a Type value other than a 01: Teacher on their district assignment record(s), and is assigned as the primary teacher, teacher, or section staff on a course/section. Other Professionals’ (Guidance Counselors, Therapeutic Specialists, Library Media Specialists, School Psychologists, and School Instructional Coaches) district assignment record(s) should have a Type value that matches the role that best reflects what they do in the district.
- The Teacher checkbox on a district assignment record makes staff selectable to assign to a course/section on the Staff History tab. Individuals who are assigned as the primary teacher or teacher on a section will have access the section’s gradebook and attendance roster if they have sufficient tool rights. The Type value on the district assignment record does not control access to the gradebook or attendance roster. The standard advice is to create a user group for teachers that defines tool rights to access the Instruction or Campus Instruction Beta module in IC, including attendance, gradebook, etc.

Course/Section assignment

- Only a **certified** educator may be assigned as the primary teacher on a course/section.
- Any teacher who is teaching or co-teaching in a classroom should have a course/section with the appropriate state course code and the roster should contain the students with which they are working. These rosters are used to attribute students to teachers for various initiatives including Student Voice Survey and Student Growth percentile scores for math and reading courses.

- If a teacher works with less than 10 students total across the district during the year, they will not be able to receive Student Voice Survey results or a median Student Growth percentile score. If this work is on a pull-out basis and occurs irregularly (possibly ELL, visual impairment, gifted, etc.) then scheduling students into a course/section may not make sense. In this case, a course/section can use the Section Population field to identify the category of students being served instead of assigning students to the roster. This allows LEAD to make the appropriate evaluations of teacher certification for the section.

Questions and Answers

Q: If someone should be evaluated under the Teacher PGES, but they don't have students assigned to them in IC (for example an intervention teacher who pulls students as needed), should they still have a Type 01 (Teacher) value selected on their district assignment record(s)?

A: Yes. For LEAD purposes, if Type 01 (Teacher) is selected on their district assignment record(s), the individual must be listed as the primary teacher, teacher, or section staff on a course/section. Only certified individuals may be listed as the primary teacher on a course/section

Q: I have an Other Professional (Library Media Specialist, Guidance Counselor, etc.) who also teaches classes. What should their Type value be on their district assignment record(s)?

A: The Type value on the employee's district assignment records should match the role that best reflects what the employee does in the district, and how they will be evaluated. It will NOT cause an issue with LEAD to select a Type value other than 01 Teacher, even if the employee is listed as the primary teacher, teacher, or section staff on a course/section.

Q: When should an educator be assigned to a course/section Staff History tab?

A: An educator should be assigned to a course/section Staff History tab if they

- regularly teach a set group of students
- should have Student Growth percentile scores attributed to them for math or reading (educator works with specific students for 100+ days during a school year)
- need to participate in the Teacher Student Voice Survey
- are being evaluated as a teacher