

Q&A from CIITS Leadership Roles Webcast 9/11/2014

1. Should Assistant Principals be assigned the “CIITS School Leadership” role if they are completing teacher observations?
Yes. They should be assigned the “CIITS School Leadership” role at the school(s) where they will be evaluating teacher(s).
2. The “Leader Evaluator” role does not solve the problem of the principal not being able to see the assistant principals (set up as school leadership) Self-Reflection, correct?
If principals are set up correctly in IC, then they will receive the permissions in CIITS to view other leadership (assistant principal) Self-Reflection.
3. As I understand it, teachers do not submit the Self-Reflection until the end of the year. Are principals to do the same?
This is a district-level decision.
If so, is there another optional Self-Reflection in the drop down menu for those that have already submitted?
There should be an Optional Self-Reflection Window for Principals.
4. How do assistant principals appear in the Caseload Manager? I was trying to work with one of our principals today to put his caseload together. He can create the caseload for teachers, guidance counselors, etc. But we can't find the window to select for adding assistant principals to his caseload.
Assistant Principals will not appear in the Caseload Manager. The Caseload Manager is specifically for assigning teachers and other professionals to your caseload.
5. How can a teacher that is shared between two schools appear under both schools for both principals to be able to see their Self-Reflection and Professional Growth Plan?
Teachers should only be evaluated at one school. The teacher will need to set their Default Institution, in CIITS, to the school they will be evaluated in. This will allow them to be seen in the Caseload Manager for the school they will be evaluated in. This will allow the evaluator to view the teacher's sources of evidence in EDS.
6. How do we set up directors over departments that have certified district personnel under them?
District-level directors can be given the “CIITS School Leadership” role in the school(s) where they will be evaluating teachers or other professionals. This will give them access to the Caseload Manager and to view sources of evidence for the teachers or other professionals they are evaluating.
7. Have there been any updates for those teachers who are assigned to multiple schools? For example, a gifted teacher who is assigned to three schools?
Any educator assigned to multiple schools will need to ensure that their Default Institution, in CIITS, is to a particular school to see their courses and students in that school. They will need to choose the Default Institution where they will be evaluated in order to see their sources of evidence in EDS and for their evaluator to see them in the Caseload Manager.

8. Suddenly, just this week when I click to view a submitted Self-Reflection from a principal I now get the “you have gone astray” message. Help!
This has been fixed. If you have hit refresh and exited the window and tried again and it still displays this error, please submit a help desk ticket and CC Cathy White.

9. When will Self-Reflection for OPGES be able to be entered into CIITS?
**Other professionals who are participating in the OPGES pilot during the 14-15 school year may enter their Self-Reflection into CIITS now. Additionally, other professionals who are not participating in the pilot during the 14-15 school year will have access to the sources of evidence for their job category if they are set up in Infinite Campus correctly. See this Quick Reference Guide for instructions on how to set up other professional, non-pilot participants in Infinite Campus during this pilot year:
http://education.ky.gov/districts/tech/ciits/Documents/QRC-OP_Setup_for_Pilot_Year.pdf**

10. What roles does an assistant principal need if they will be evaluating teachers?
If assistant principals will be evaluating teachers they will need to be assigned the “CIITS School Leadership” role at the school(s) the teacher(s) they will be evaluating are assigned.

11. Where can I find support materials for assigning roles?
Many resources are available on the [CIITS Login Support page](#), and [CIITS Support Materials page](#) on the KDE website.

12. Will principals be provided an optional principal Self-Reflection window like teachers have been given?
There should be an Optional Self Reflection Window for Principals.

13. Does it matter if a teacher clicks “Submit Final” from the "Optional Teacher Self Reflection" Window instead of the "Teacher Self Reflection" Window?
It does not matter. The principal will be able to view Self-Reflections submitted in either window. However, it would be best to communicate to your reviewer which window you submitted in, or all reviewers need to be aware to check both windows.