

**KSIS End-of-Year Training  
April 29, 2015**

**CIITS Job Categories  
Questions and Answers**

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**1. Question: Where are the Job Categories reports found in IC?**

*Answer: In district edition under KY State Reporting>KDE Reports*

- *CIITS Job Category Report*
- *CIITS Job Category Exception Report*

**2. Question: What about employees who are evaluated by central office staff, but are assigned to schools?**

*Answer: Any certified staff who is being evaluated for the 15-16 SY will need to be aligned to a Job Category in order to receive the correct framework within the Educator Development Suite (EDS) in CIITS.*

**3. Question: Is the evaluating required for all certified staff? Every time I have asked about this in our district they say we don't do that.**

*Answer: Christine Boatwright is the contact for the Professional Growth and Effectiveness System (PGES) and should be able to assist with this question.*

**4. Question: Will we ever get to the point where we will be able to log in as a user in CIITS like we can in IC? I find it hard to help people at a district level if I can't see what they are seeing?**

*Answer: That is where the CIITS roles come into play. It is the district decision as to who can see what they need access to in CIITS. Suggestion: If you need to actually see a person's screen, you can set up a Lync meeting with the user and ask them to log in to CIITS to show you the issue they are having.*