

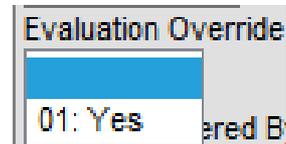


CIITS Job Categories

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CIITS Job Categories

- ▶ Data in IC will be used to align **certified staff who will be evaluated** to a job category. Job category aligns them to the correct evaluation framework in CIITS.
- ▶ Job categories will be determined using Type / Alternate Type value on a person's active assignment records in IC.
 - Type / Alternate Type must be the same on all of a person's active assignment records **within one school** in IC.
 - Type/Alternate Type may be different **between schools** in IC.
 - If Type/Alternate Type value is different **between schools**, the New field on the District Assignments tab "**Evaluation Override**" must be set to specify which value the person should be aligned with when determining job category.
 - Only needs to be set for certified staff who have different Type/Alt Type values between schools.
 - Preliminary analysis shows Evaluation Override will need to be set for very few (usually less than 10) staff per district.



CIITS Job Categories

Two new KDE reports available in IC district sites to help districts prepare:

- **CIITS Job Category report**
 - Displays staff who will be aligned to a job category and their designated job category.
 - CIITS Job Category Setup for Certified Staff ([Quick Reference Card](#))
- **CIITS Job Category Exception report**
 - Displays staff who will NOT be aligned to a job category along with detailed exception code.
 - Correcting CIITS Job Category Exceptions ([Quick Reference Card](#))

To ensure that certified staff are aligned to the correct job category in 2015–2016:

- Review the two reports in IC.
 - Run the CIITS Job Category report; verify the person's job category is correct.
 - Run the CIITS Job Category Exception report; resolve any issues for **certified staff** by end of May.
- Review article in February & April [KSIS & More newsletter](#).