



# CIITS

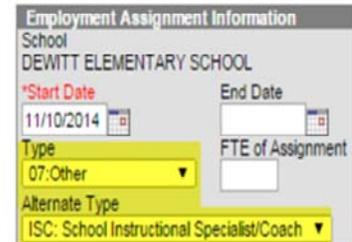
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Office of Knowledge, Information & Data Services  
Enterprise Data Division

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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.
- ▶ Type/Alt Type will be used to determine a person's job category in CIITS.
  - ▶ Type/Alt Type is located on the District Assignments tab in IC.
- ▶ Type/Alt Type should **NEVER** be left blank.
- ▶ Type/Alt Type must be the same on all active assignment records within a school, but may be different between schools.
- ▶ **NEVER** delete an assignment record; end date the assignment instead.



The screenshot shows a form titled "Employment Assignment Information". The "School" field is "DEWITT ELEMENTARY SCHOOL". The "\*Start Date" is "11/10/2014" and the "End Date" is blank. The "Type" dropdown is set to "07:Other" and the "Alternate Type" dropdown is set to "ISC: School Instructional Specialist/Coach". The "FTE of Assignment" field is blank.

For more information regarding Job Category Setup for Certified Staff see the Quick Reference Card (QRC) for [Job Category Setup for Certified Staff](#).



# CIITS Job Categories

- ▶ For principals, in addition to giving the principal a Type of 02:Administrator, also enter the principal's email address on the School Resource page in Campus.
- ▶ Click Path:  
Index → System Administration → Resources → School
  - Enter principal's email in the "Principal Email" field.

School Detail

\*Name  
CENTRAL ELEMENTARY SCHOOL

Principal Email  
john.doe@knox.kyschools.us

For more information on proper Campus setup to receive the correct CIITS access, please consult the "Assigning CIITS Roles and Permissions" document located [here](#).



## Type/Alt Type values aligned to a job category

### IC 'Type' value and corresponding CIITS job category

IC Type	CIITS Job Category
01 – Teacher	Teacher
02 – Administrator	School Administrator
03 – Counselor	Guidance Counselor
05 – Speech Therapist	Therapeutic Specialist
06 – Librarian	Library Media Specialist
07 / REH: Rehabilitation Counselor	Guidance Counselor
07 / SOW: Social Worker	Guidance Counselor
07 / PSY: Psychologist	Psychologist
07 / OCC: Occupational Therapist	Therapeutic Specialist
07 / PHT: Physical Therapist	Therapeutic Specialist
07 / REC: Recreation Therapist	Therapeutic Specialist
07 / SPT: Speech Therapist	Therapeutic Specialist
07 / ISC: Instructional Specialist/Coach	Instructional Specialist / Coach
Principal (identified by email)	Principal

## Type/Alt Type values **NOT** aligned to a job category

- ▶ 04 – Support
- ▶ 07 – Audiologist
- ▶ 07 – Interpreter
- ▶ 07 – Other Non-Professional
- ▶ 07 – Other Professional
- ▶ 07 – Teacher Aide
- ▶ 07 – Work Study Coordinator

# CIITS Job Categories

- ▶ Review job category assignments for evaluation purposes
- ▶ KDE has developed two custom reports in Infinite Campus for districts to use to ensure data is correct and certified staff are aligned to a job category for the 2015–16 school year
- ▶ The reports can be found in *Infinite Campus District Edition under Index, KY State Reporting, KDE Reports*:
  1. **CIITS Job Category Report** will display persons who are set up correctly and their respective job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assignment records. Refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.
  2. **CIITS Job Category Exception Report** will display any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment records. This report will also display any users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the [Correcting CIITS Job Category Exceptions QRC](#) for information on each exception and corrective action.

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# KTS User Setup

- ▶ Setup is unique for those that are not teachers and principals at ATC schools:
  - Set up user as a person in Campus and not as Staff
  - Leave “Email” on Demographics tab blank or place email in “Secondary Email” field
  - Leave District Employment tab blank
  - Leave District Assignments tab blank

Refer to the [KTS Setup for IC Access Only QRC](#) for more details.

# Viewing Future Students after End of School Year

- ▶ Navigate to Student Performance in the Classrooms module.
- ▶ Select the future course/section from the “Section Chooser” drop down list.
- ▶ Select either the Student List or Student Analysis tab.
- ▶ If no students are displayed, click on the “All Students” button to display students.

Refer to the [View Future Students QRC](#) for more details.

# Questions?

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