



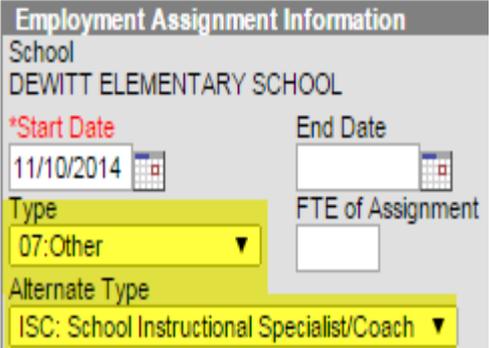
CIITS

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Office of Knowledge, Information & Data Services
Enterprise Data Division

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.



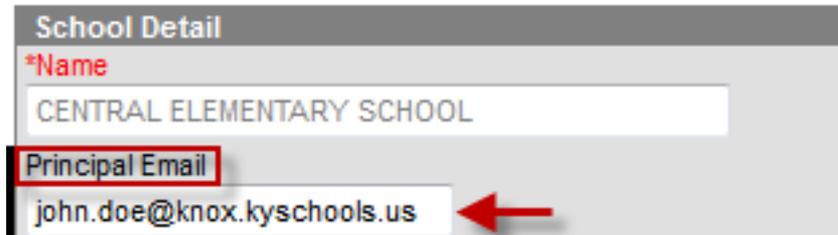
The screenshot shows the 'Employment Assignment Information' form. The 'School' field is 'DEWITT ELEMENTARY SCHOOL'. The '*Start Date' is '11/10/2014'. The 'End Date' field is empty. The 'Type' dropdown is set to '07:Other'. The 'Alternate Type' dropdown is set to 'ISC: School Instructional Specialist/Coach'.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

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

01 – Teacher
02 – Administrator
03 – Counselor
05 – Speech Therapist
06 – Librarian

CIITS Job Category

Teacher
School Administrator
Guidance Counselor
Therapeutic Specialist
Library Media Specialist

Guidance Counselor
Guidance Counselor
Psychologist
Therapeutic Specialist
Therapeutic Specialist
Therapeutic Specialist
Therapeutic Specialist
Instructional Specialist / Coach

07 / REH: Rehabilitation Counselor
07 / SOW: Social Worker
07 / PSY: Psychologist
07 / OCC: Occupational Therapist
07 / PHT: Physical Therapist
07 / REC: Recreation Therapist
07 / SPT: Speech Therapist
07 / ISC: 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

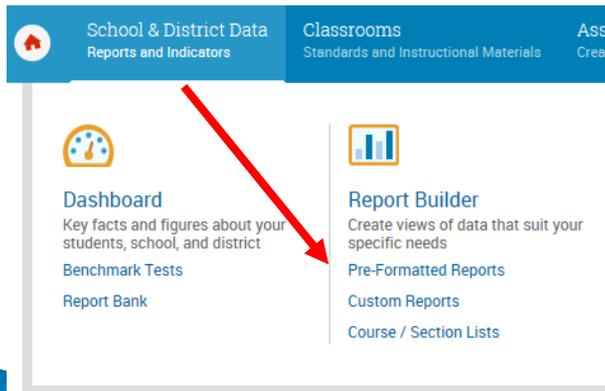


CIITS Job Categories

- ▶ 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.

CIITS Assessment Data

- ▶ Information regarding Assessment Data Loads and Updates for CIITS have been published on the [CIITS Support Materials](#) page. For a direct link, click [here](#).
- ▶ To access this data, scroll over the School & District Data tab and click Pre-Formatted Reports.

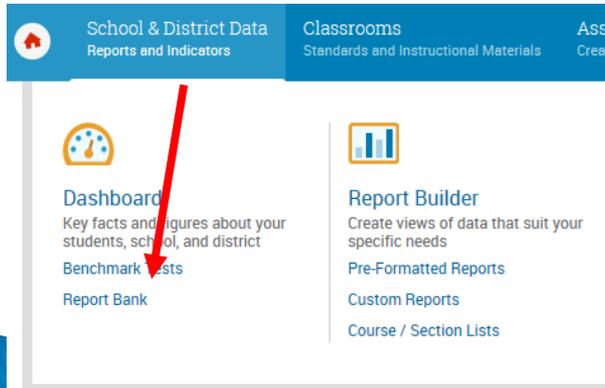


| Assessment Data Loaded to CIITS | Number of Times Loaded/Updated per Year |
|---|---|
| ACCESS for ELLs | 1 |
| ACT EXPLORE | 1 |
| ACT Junior | 1 |
| ACT National | 5 (under negotiation 2015-2016 SY) |
| ACT PLAN | 1 |
| ACT WorkKeys (NCRC) | 1 |
| Alternate K-PREP | 1 |
| Advanced Placement (AP) | 1 |
| Armed Services Vocational Aptitude Battery (ASVAB) | 1 |
| Brigance Kindergarten Screener | 1 |
| College/Career Readiness | 1 |
| COMPASS | 2 |
| Discovery Education Assessment | 4 (Quarterly) |
| Industry Certification (IC) | 1 |
| Kentucky Occupational Skills Standards Assessment (KOSSA) | 1 |
| Kentucky Online Testing (KYOTE) | 2 |
| Kentucky Performance Rating for Education Progress (K-PREP) | 1 |
| K-PREP End-of-Course (EOC) | 1 |
| Measures of Academic Progress (MAP) | 12 (Monthly) |
| Stanford 10 (NRT) | 1 |
| STAR | 365 (Daily) |
| Student Growth | 1 |



CIITS Report Bank

- ▶ KDE Custom Reports are available in the CIITS Report Bank.
- ▶ To access this data, scroll over the School & District Data tab and click Report Bank.



Dashboard

KPI Dashboard Benchmark Tests Report Bank

Institution Kentucky Department of Edu

Filter By View All Category

Search

Reports

- College and Career Ready Reports
- DEA Reports
- EXPLORE/PLAN/ACT Reports

- College and Career Ready Reports
- DEA Reports
- EXPLORE/PLAN/ACT Reports
- GAP Diagnostic Reports - Elem & Middle Schools
- GAP Diagnostic Reports - High Schools
- Gifted & Talented Reports
- Intervention Reports
- Kindergarten Reports
- KPREP End-of-Course Reports
- KPREP/ALT-KPREP Reports
- Limited English Proficiency Reports
- MAP Reports
- STAR Reports
- Student Growth Reports
- Students with Disabilities Reports

On Monday, Jan. 11, chief academic officers (CAOs) should have received a survey regarding the CIITS Report Bank. Please collaborate with your CAO to provide input. Feedback is due by Friday, Jan. 22.



Questions?

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