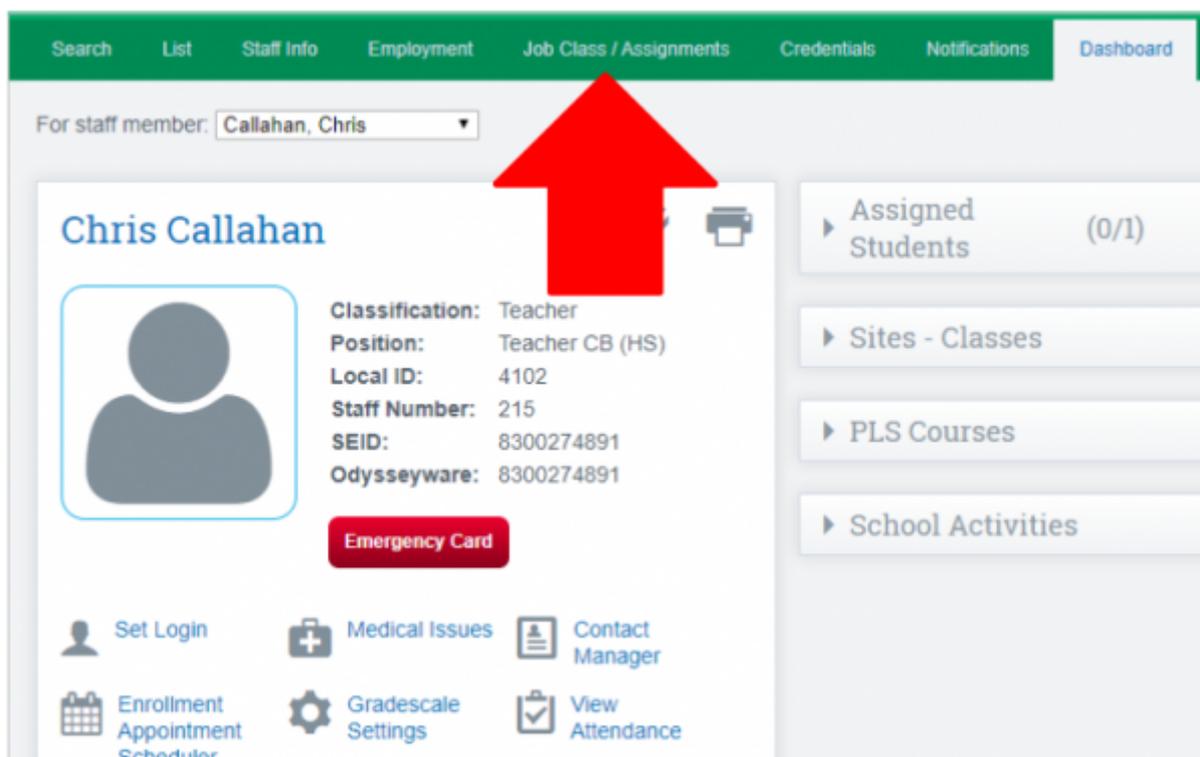


# Job Classifications and Non-Classroom Assignments

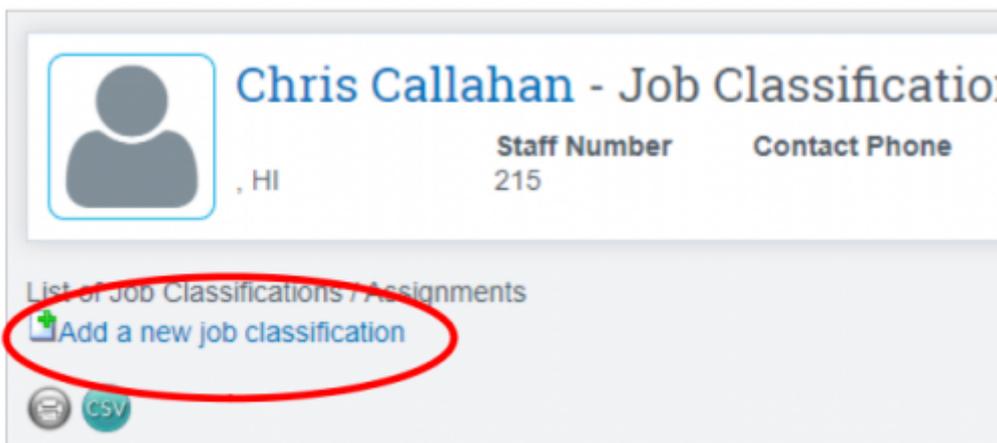
## Step 1: Staff Dashboard

Access Staff Dashboard, navigate to the tab **Job Class/Assignments**

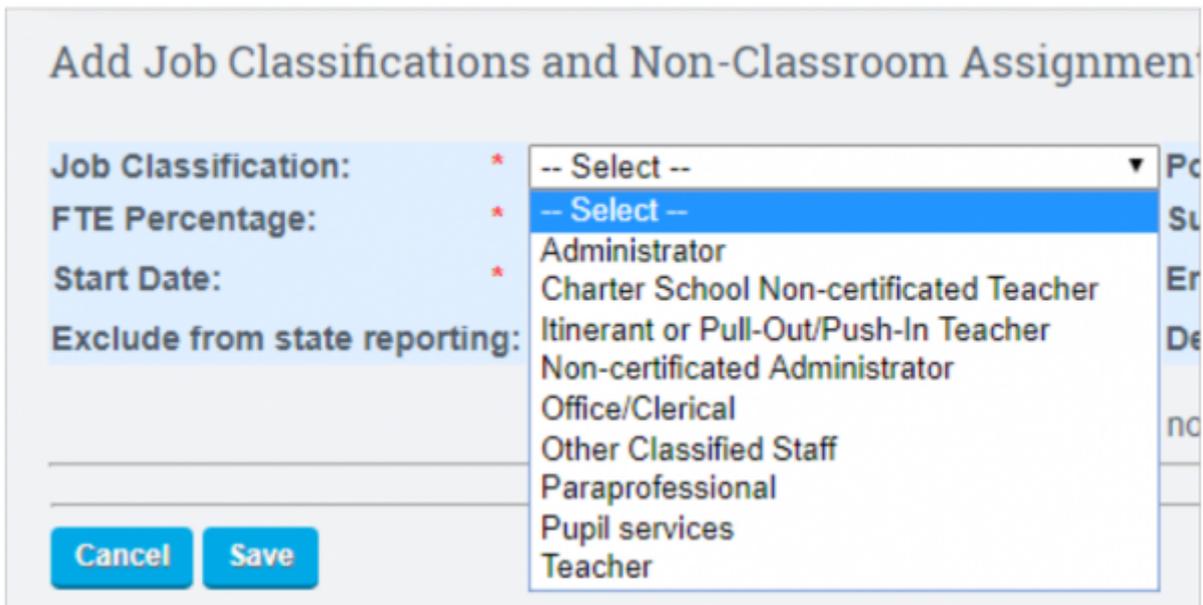


## Step 2: Job Classification Tab

Click on **Add a New Job Classification**

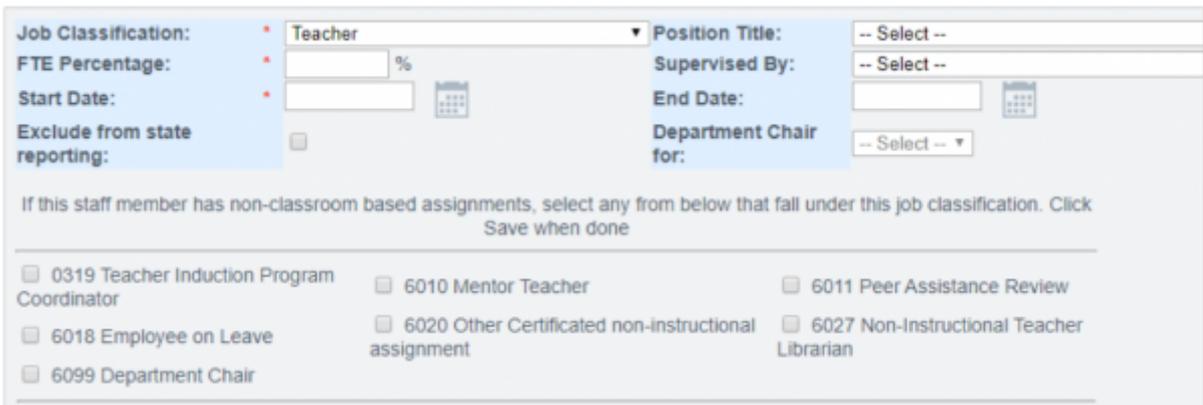


## Step 3: Choose Appropriate Job Classification from Dropdown



#### Step 4: FTE, Start Date, Position Title, Supervised By

Once the job classification is selected, any non-classroom based support assignment codes will populate below. For a Teacher Job Classification, these codes are optional.



Fill out the Following Required Fields, signified by a Red Asterisk (\*)

- FTE
- Start Date

Job Classification	Start	Finish	Position Title	Supervisor	Department	Excluded	% FTE	Non-classroom assignment
Teacher	07/01/2019				-	No	100%	

Optional Fields should be filled out if applicable

- Position Title
- Supervised By

Job Classification	Start	Finish	Position Title	Supervisor	Department	Excluded	% FTE	Non-
Teacher	07/01/2019		Teacher CB 9-12 (HQ Social Studies)	Abrams, Andy	-	No	100%	

 **NOTE: Department Chair** can *only* be entered if the Non-Classroom base Support Code of **6099** for **Department Chair** is selected

Exclude from state reporting:

If this staff member has non-classroom based assignments, select any from below that fall under this job classification. Click Save when done

Department Chair for: 

- 0319 Teacher Induction Program Coordinator
- 6010 Mentor Teacher
- 6011 Peer Assistance Review
- 6018 Employee on Leave
- 6020 Other Certificated non-instructional assignment
- 6027 Non-Instructional Teacher Librarian
- 6099 Department Chair

Job Classification	Start	Finish	Position Title	Supervisor	Department	Excluded	% FTE	Non-classroom based assignment
Teacher	07/01/2019		Teacher CB 9-12 (HQ Social Studies)	Abrams, Andy	History	No	100%	(CALPADS: 6099) Department chair

**Step 5: SAVE**

Job Classifications and Non-Classroom Assignments

Job Classification:  Position Title:   
FTE Percentage:  % Supervised By:   
Start Date:  End Date:   
Exclude from state reporting:  Department Chair for:

If this staff member has non-classroom based assignments, select any from below that fall under this job classification. Click Save when done

- 0319 Teacher Induction Program Coordinator
- 6010 Mentor Teacher
- 6011 Peer Assistance Review
- 6018 Employee on Leave
- 6020 Other Certificated non-instructional assignment
- 6027 Non-Instructional Teacher Librarian
- 6099 Department Chair

**Security Info**

**Permission Groups with Access:**

- Administration - access everything EXCEPT security area
- Human Resources
- Root Administrator
- Security Administrator

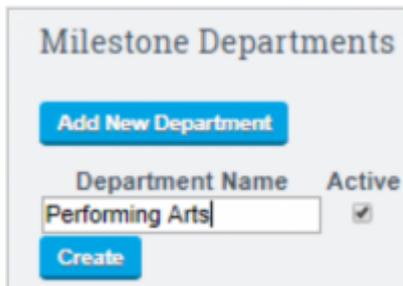
**Security Element:** /admin/staff\_assignment.php

## FAQs

### 1: Where do I go to Set Up Departments for our school?

**Answer:** Follow this Pathway to set up Departments: **Admin > Staff Info > Departments**

- Click on **Departments**
- Next, click on **Add New Department**
- Add the name of a department and click **Create**



Department Name	Active
Performing Arts	<input checked="" type="checkbox"/>

- This process creates all the Departments that will then show on the **Job Classification** tab

### 2: Where do I go to Set Up Position Titles for our school?

**Answer:** Follow this pathway to set up Position Titles: **Admin > Staff Info > Position Titles**

- Click on **Add Staff Position Title**
- Next, enter Position Title
- Click **Save**

## See Also:

- [Staff: Support Staff Oversight Setup](#) 2018/03/05 18:52

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Last update: **2019/10/15 18:15**