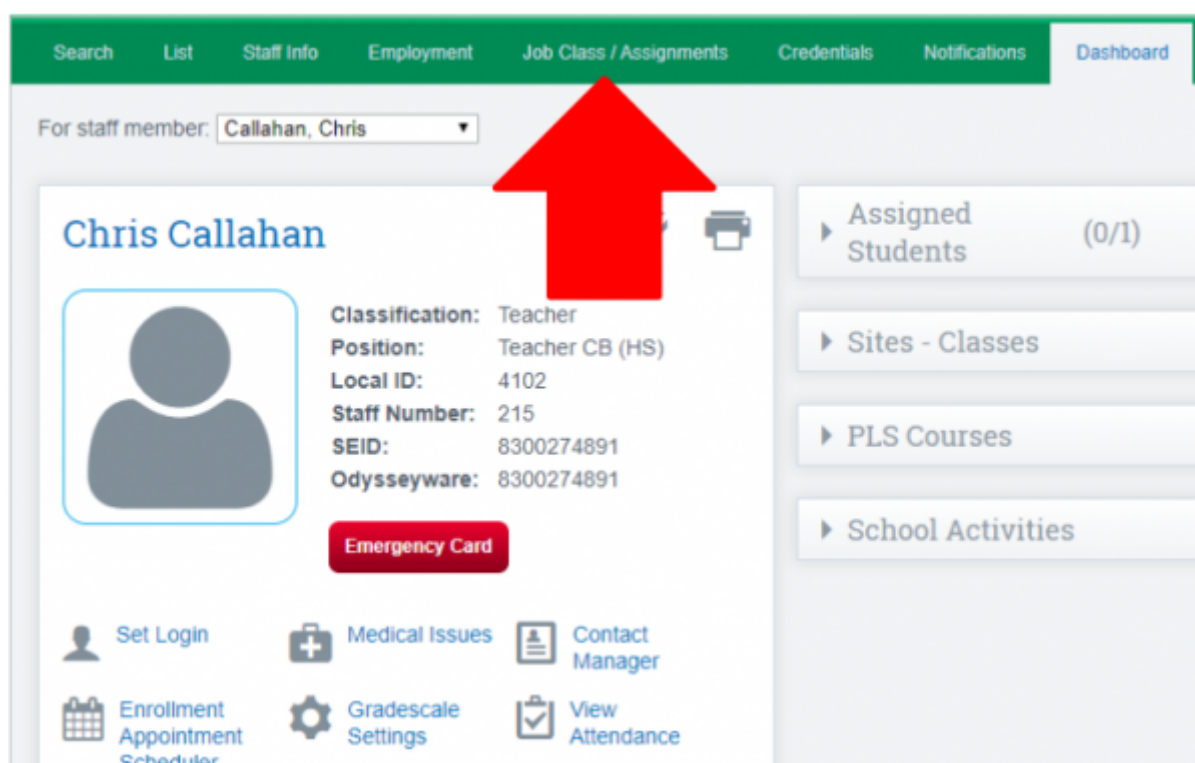


Job Classifications and Non-Classroom Assignments

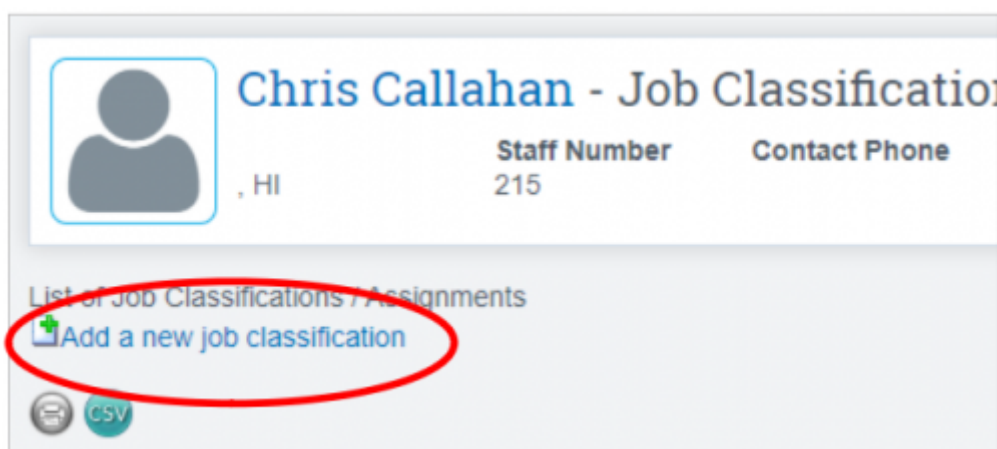
Step 1: Staff Dashboard

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

Add Job Classifications and Non-Classroom Assignments

Job Classification: * -- Select --
FTE Percentage: * -- Select --
Start Date: *
Exclude from state reporting:

Administrator
 Charter School Non-certificated Teacher
 Itinerant or Pull-Out/Push-In Teacher
 Non-certificated Administrator
 Office/Clerical
 Other Classified Staff
 Paraprofessional
 Pupil services
 Teacher

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.

Job Classification: * Teacher
FTE Percentage: * %
Start Date: *
Exclude from state reporting: ☐

Position Title: -- Select --
Supervised By: -- Select --
End Date:
Department Chair for: -- Select --

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

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:

☐

Department Chair for:

-- Select --

-- Select --

Math

English

Science

History

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

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:

Teacher

Position Title:

Teacher CB 9-12 (HQ Social Studies)

FTE Percentage:

100 %

Supervised By:

Abrams, Andy (Lead Teacher)

Start Date:

07/01/2019

End Date:

Exclude from state reporting:

☐

Department Chair for:

History

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

Cancel

Delete

Save

Security Info

Permission Groups with Access:

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

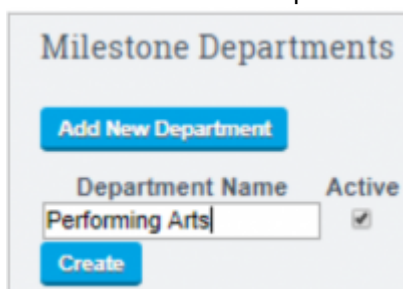
Security Element: /admin/staff_assignment.php

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**



- 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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