Job Classifications and Non-Classroom Assignments

Step 1: Staff Dashboard

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

Search	List	Staff Info	Employment	Job Class / Assignments	Credentials	Notifications	Dashboard
For staf	f member:	Callahan, C	hris 🔻				
Ch	ris Cal	lahan			Assi Stud	igned lents	(0/1)
			Classification: Position: Local ID:	Teacher Teacher CB (HS) 4102	► Site	s - Classes	
	\sim		Staff Number: SEID: Odysseyware:	215 8300274891 8300274891	► PLS	Courses	
			Emergency Card	1	► Sch	ool Activiti	es
1	Set Login	Ê	Medical Issues	Contact Manager			
	Enrollment Appointmen Scheduler	nt 🌣	Gradescale Settings	View Attendance			

Step 2: Job Classification Tab

Click on Add a New Job Classification

	Chris Cal	lahan - Job Staff Number 215	Classificatio Contact Phone
List of Job Class	sifications / Assign bb classification	nments	

Step 3: Choose Appropriate Job Classification from Dropdown

Add Job Classificatio	ons and Non-Classroom Assign	men
Job Classification:	* Select	T P
FTE Percentage:	 Select 	S
Start Date:	* Administrator Charter School Non-certificated Teacher	E
Exclude from state reportin	ng: Itinerant or Pull-Out/Push-In Teacher	D
	Non-certificated Administrator Office/Clerical Other Classified Staff	n
	Paraprofessional	_
Cancel Save	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: FTE Percentage: Start Date:	* Teacher	• •	Position Title: Supervised By: End Date:	Select Select	
Exclude from state reporting:			Department Cha for:	Select T	
If this staff member has not	n-classroom base	ed assignments, select any fr Save when done	rom below that fall	under this job classifica	tion. Click
If this staff member has nor 0319 Teacher Induction Coordinator	Program	ed assignments, select any fr Save when done 6010 Mentor Teacher	rom below that fall	6011 Peer Assistance	Review
If this staff member has nor 0319 Teacher Induction Coordinator 6018 Employee on Lear	Program	ed assignments, select any fr Save when done 6010 Mentor Teacher 6020 Other Certificated non imment	-Instructional	6011 Peer Assistance 6027 Non-Instructional	Review

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

- FTE
- Start Date

Job Classification	Start	¢	Finish 🔶	Position Title	¢	Supervisor 👙	Department 👙	Excluded	% FTE	⇒ ^{Noi}	n-classroom l assignmen
Teacher	07/01/20	19					-	No	100%		

Optional Fields should be filled out if applicable

- Position Title
- Supervised By



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 •
If this staff member has non-cla	ssroom based assignments, select any f Save when done	ter Math English Science
0319 Teacher Induction Pro Coordinator	gram 🔲 6010 Mentor Teacher	B 6011 Peer Assistance
6018 Employee on Leave	6020 Other Certificated non- assignment	instructional 🗍 6027 Non-Instruction Librarian
6099 Department Chair	>	
Job Classification Start	Position Title 🔶 Supervisor 🖨 Departr	nent Excluded
Teacher 07/01/2019	Teacher CB 9-12 (HQ Social Abram History Studies) Andy	0 10% (CALPADS: 6099) Department chair

Step 5: SAVE

Job Classification:	* Te	acher	Posi	tion Title:		Teacher CB 9)-12 (HQ	Social
FTE Percentage:	* 100	9%	Supe	ervised By:		Abrams, And	y (Lead	Teache
Start Date:	• 07/	01/2019	End	Date:	[
Exclude from state			Depa	artment Cha	ir (History T	1	
reporting: If this staff member has non	n-class	room based assignments, se	for: elect any from be	elow that fall	under	this job class	sification	. Click
If this staff member has nor 0319 Teacher Induction Coordinator	n-class Progra	room based assignments, se Save wh am 🔲 6010 Mentor Tead	for: elect any from be en done	elow that fail	under 6011	this job class Peer Assista	sification	. Click
If this staff member has non 0319 Teacher Induction Coordinator 6018 Employee on Leav	Progra	am 6010 Mentor Tead	for: elect any from be en done ther icated non-instru	elow that fall	6011 6027	Peer Assista	sification nce Rev ional Tea	iew

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

Milestone Departr	nents
Add New Department	
Department Name Performing Arts	Active 2

• 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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