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

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

Step 5: 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