ESS: Job Categories/Job Title Review and Change Process Instructions

Reviewing your existing categories or job title in ESS

1. Access MySPS (login required)

B MySPS			
Staff Visiting Schools Health Screening: All staff, not assigned to a building, need to complete For example: district facilities staff, substitutes, and central office staff visiting school sites.	a <u>Daily Health Screening</u> for eve	ery school/site they enter each day.	
MUSPS	<u>stop</u>	s Emergency Info Office 365 Enter a Self Ser	vice Ticket
11	Playbook and Operational H	Handbook Departments - Staff Lo	gins Forms Q
Welcome to MySPS		Search MySPS	Search
Your home for all things SPS			

2. Then click Employee Self Service – ESS

SPS_Guest Wireless Username: seattle Password: dreamers
F Popular Staff Logins
Absence Management: Substitutes
COVID-19 Health Screening Form
Email
Employee Self Service - ESS
EP Online
Schoology

3. Click Employee Self Service



4. Click Career & Job link

	Career and Development View and update your Qualification Profile
	* View your SPS internal work history
	Ouisk Links
	Talent Profile
I	

- 5. The page will open to the Qualifications page. On this page you can:
 - a. View the Categories/Skills current listed on your account
 - b. Add a new qualification to be submitted to HR for approval; and/or
 - c. Delete a qualification to be submitted to HR for approval

Ilose Print Preview	Organizational Unit Chief Sealth Infl High Scho Manager	ol Job Teacher-Special Education Position Teacher-Special Education				
Qualifications Internal Work Ex	perience					
Qualification Group: All	iew: Qualifications Profile 💽 🗸 Add				\wedge	
Qualification Group	Qualifications		Current Proficiency	Start Date	End Date	Delete
Category	AE - Alternative, Elementary		Yes	09/01/2021	12/31/9999	Û
	AM - Montessori		Yes	09/01/2021	12/31/999	1
	AS - Alternative School-Secondary		Yes	09/01/2021	12/31/999	1
	BE - English Language Learner, Elem		Yes	08/21/2014	12/31/999	1
	C1 - Computer Applications-Cisco		Yes	09/01/2021	12/31/999	1
	CE - Entrepreneurship (Voc)		Yes	08/21/2014	12/31/9999	1
	CJ - Banking Support Services		Yes	08/21/2014	12/31/9999	11
	S4 - Cisco Skills Center		Yes	09/01/2021	12/31/9999	Ũ
indorsement	Special Education 304		Yes	08/21/2014	12/31/9999	1
Additional Information a. View the skills you currently have b. Cert, SAEOP, and Parapro emplo c. For Cert, SAEOP, and Parapro en d. <u>Click here</u> to view instructions ar	or neorod vers suit be able to make changes to their qualifications ONLV from November 1 topoyeas, when adding or deleting a Cert Category or SAEOP and Parageo Job Tr of access the Cert Category Directory and the SAEOP and Parageo Job Trie Qua	hrough January 20 of each school year. le qualification, your changes will be reviewed by Hur. filcation Directory, which will assist you with submittin	nan Resources and you will be notified via email g change requests to HR.	whether or not your request is approved.		

- 6. Notice the Additional Information notes listed at the botton of the page
 - a. Cert, SAEOP, and Parapro employees will be able to make changes to their qualifications <u>ONLY</u> from November 1 through January 20 of each school year.
 - b. For Cert, SAEOP, and Parapro employees, when adding or deleting a Cert Category or SAEOP and Parapro Job Title qualification, your changes will be reviewed by Human Resources and you will be notified via email whether or not your request is approved.
 - c. <u>Click here (the link in ESS will take you to the MYSPS Categories and Job Title Veriification page)</u> to view instructions and access the Cert Category Directory and the SAEOP and Parapro Job Title Qualification Directory, which will assist you with submitting change requests to HR.

			1	
Additional Information a View the skills you currently have on record. b. Cert, SAEOP, and Parapro employees will be able to make changes to their qualifications ONLY from November 1 through January 20 of each c. For Cert, SAEOP, and Parapro employees will be able to make changes to their qualifications ONLY from November 1 through January 20 of each c. For Cert, SAEOP, and Parapro employees when adding or deleting a Cert Category or SAEOP and Parapro Job Title qualification Jour chang d. <u>Click here</u> to view instructions and access the Cert Category Directory and the SAEOP and Parapro Job Title Qualification Directory, which w	school year. les will be reviewed by Human Resources and you ill assist you with submitting change requests to H	u will be notified via email wheth IR.	her or not your request is approv	/ed.

7. To Add a Qualification

a. Click the Add button

Qualifications Internal Work Experien	ice
Qualification Group: All	Qualifications Profile
Qualification Group	Qualifications

b. Choose a Qualification

i. For Teachers, choose from the Category list by clicking on the desired category

Qualifications	Start date	End Date	
 Category 	01/01/1900	12/31/9999	
 AA - Aquaculture (V010303) 	01/01/1900	12/31/9999	
 AB - Biotech 	01/01/1900	12/31/9999	
 AC - Corrections Ed Specialist 	01/01/1900	12/31/9999	
 AD - Secondary Dance 	01/01/1900	12/31/9999	
 AE - Alternative, Elementary 	01/01/1900	12/31/9999	
AG - Art, General	01/01/1900	12/31/9999	
 AH - Agriculture/Horticulture 	01/01/1900	12/31/9999	
 AI - Agriculture-Environmt'l Science 	01/01/1900	12/31/9999	
 AJ - Academic Intervention Spec 	11/01/2008	12/31/9999	
 AL - Agriculture - Landscape 	09/01/2010	12/31/9999	
 AM - Montessori 	01/01/1900	12/31/9999	
 AP - Agriculture Environ Science 	09/01/2016	12/31/9999	
 AS - Alternative School-Secondary 	01/01/1900	12/31/9999	
 AT - Agriculture - Biotechnology 	01/01/1900	12/31/9999	-

ii. <u>For SAEOPs and Parapros</u>, choose from the SEA Job Title list by clicking on the desired Job Title

Selection from Qualifications Catalog		
Keyword Search		
Qualifications	Start date	End Date
 SEA Job Title Choice 	01/01/1900	12/31/9999
 ACS - Accounting & Contracts Specialist 	09/01/2016	12/31/9999
 ADS - SPED Admin Data Specialist 	10/01/2009	12/31/9999
 AIS - Attendance Interv & Success Coord 	09/01/2016	12/31/9999
AMT - Amharic/Tigrigna	09/01/2009	12/31/9999
ARA - Arabic	09/01/2009	12/31/9999
ARS - Arabic/Samali	09/01/2010	12/31/9999
 ASR - Archives Student Records Specialis 	09/01/2013	12/31/9999
 BPS - Broadcast Program Specialist 	09/01/2007	12/31/9999
 BSF - Sp/Blg Ed Svc Facilitator 	01/01/1900	12/31/9999
 BSW - Bilingual/Special Education 	01/01/1900	12/31/9999
BUR - Burmese	09/01/2009	12/31/9999
 BVA - Braillist Vision Asst 203-7 	09/01/2010	12/31/9999
CAI - Curr Assmt & Instr Prof Dev Spec	09/01/2016	12/31/9999
CAM - Cambodian	09/01/2009	12/31/9999

- c. The chosen qualification will default to the correct Start (9/1 of current school year) and End date (12/31/9999) **DO NOT CHANGE THE DATES**
 - i. Change the Current Proficiency from No to YES
 - ii. Click Ok

Qualifications	Start date	End Date
 SEA Job Title Choice 	01/01/1900	12/31/9999
 ACS - Accounting & Contracts Specialist 	09/01/2016	12/31/9999
 ADS - SPED Admin Data Specialist 	10/01/2009	12/31/9999
 AIS - Attendance Interv & Success Coord 	09/01/2016	12/31/9999
 AMT - Amharic/Tigrigna 	09/01/2009	12/31/9999
ARA - Arabic	09/01/2009	12/31/9999
 ARS - Arabic/Samali 	09/01/2010	12/31/9999
 ASR - Archives Student Records Specialis 	09/01/2013	12/31/9999
 BPS - Broadcast Program Specialist 	09/01/2007	12/31/9999
 BSF - Sp/Blg Ed Svc Facilitator 	01/01/1900	12/31/9999
 BSW - Bilingual/Special Education 	01/01/1900	12/31/9999
 BUR - Burmese 	09/01/2009	12/31/9999
 BVA - Braillist Vision Asst 203-7 	09/01/2010	12/31/9999
 CAI - Curr Assmt & Instr Prof Dev Spec 	09/01/2016	12/31/9999
 CAM - Cambodian 	09/01/2009	12/31/9999
- Arabic		
ent Proficiency: Yes	Proficiency	Description
Date: 09/01/2021	Yes	

- d. The qualification will now show listed in your Qualifications list in ESS and has been submitted to HR for approval
 - i. If approved, you will receive an email notification from HR stating it has been approved
 - 1. Only approved qualifications will remain on your Qualification list in ESS
 - ii. If denied, you will receive an email notification with additional instructions

Qualification Group: All	View: Qualifications Profile Add				
Qualification Group	Qualifications	Current Proficiency	Start Date	End Date	Dele
Category	AM - Montessori	Yes	09/01/2021	12/31/9999	Î
SEA Job Title Choice	ARA - Arabic	Yes	09/01/2021	12/31/9999	đ

8. To Delete a Qualification

a. Click the Trash can icon for the qualificaton you would like to delete

Close Print Preview					
	Organizational Unit Olympic Hills Elementary Job Manager Position	Elementary School Assistant-203/8 Elementary School Assistant-203			
Qualifications Internal Work Expe	rience				
Qualification Group: All	View; Qualifications Profile Add				
Qualification Group	Qualifications	Current Proficiency	Start Date	End Date	Delete
Category	AM - Montessori	Yes	09/01/2021	12/31/9999	Û
SEA Job Title Choice	ARA - Arabic	Yes	09/01/2021	12/31/9999	Û
	ASR - Archives Student Records Specialis	Yes	09/01/2021	12/31/9999	Û
	bor - oproig co over admittator	103	0211211000	12/01/0000	
	CLP - Career Ladder Assistant (CLA)	Yes	02/12/1989	12/31/9999	Û
	DAT - Attendance Spec Middle School	Yes	02/12/1989	12/31/9999	fi
	DFC - Fiscal Specialist MS	Yes	02/12/1989	12/31/9999	Û
	DR1 - Data Registrar	Yes	02/12/1989	12/31/9999	Û
	DR2 - HS Data Registration Spec.	Yes	02/12/1989	12/31/9999	Û
	OS1 - Secretary I	Yes	09/01/2021	12/31/9999	Û
Additional Information					-

b. Be sure you want to request the deletion

- i. If yes, then click OK
- ii. If no, then click Cancel



- c. The qualification will now show as removed from your Qualifications list in ESS and has been submitted to HR for approval
 - i. If approved, you will receive an email notification from HR stating it has been approved
 - 1. The qualification will be remain removed from your Qualification list in ESS
 - ii. If denied, you will receive an email notification with additional instructions

9. Once you have finished with your changes in ESS, simply Log off (upper right hand corner)

Search:	۹	New Session	Log off

HR will review your request and you will be notified via email whether or not the request was approved. You may be contacted if additional documentation is needed to confirm your eligibility for added categories/job titles. If a category or job title cannot be added, you will receive notification from HR with the reason.

The verification pages will be available from Monday, November 1, 2022 through Thursday, January 20, 2023. If you have any questions on the process, please contact HR at https://www.hrcategoriesjobtitles@seattleschools.org

If by chance you receive the following error or something similar to it, <u>Click Here</u>, which will take you to the DoTS Knowledge Artcile for how to resolve this issue.

		D	E		3		
Home	Employee Self-Service	Employee Self-Service	FTE PCR St	pend PCR PCR D	ashboard		
erview W	orking Time Benefits and P	ayment Personal Information	n Career and Job	Training and Events	UWL	Reports	Catalogs
Overview	,						
A Criti	cal Error						