



**class**



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# Classroom Responsibilities (Fall)

## TSDS > Maintenance > Fall > Staff > Classroom Responsibilities

Update data for the *StaffResponsibilitiesExtension* complex type as needed for services that occur inside the classroom.

The *StaffResponsibilitiesExtension* complex reflects the assignments for professional and paraprofessional staff only. Multiple records are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

### Modify a record:

#### Select a staff person

To retrieve a staff person's records, select the staff person in one of the following ways:

|                              |                                                                                                                                                                                                                                             |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Staff</b>                 | Begin typing the staff ID. As you begin typing the staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.                                          |
| <b>Texas Unique Staff ID</b> | Begin typing the staff person's Texas Unique Staff ID. As you begin typing the Texas Unique Staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person. |
| <b>Directory</b>             | Click <b>Directory</b> to select a staff person from the <a href="#">Staff Directory</a> .                                                                                                                                                  |

Click **Retrieve**.

Click **+Add** to add a blank row.

| Field           | Description                                                                                                                                                                       |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>District</b> | DISTRICT-ID (E0212)<br><br>Type the district ID number registered with the TEA.                                                                                                   |
| <b>Campus</b>   | CAMPUS-ID (E0266)<br><br>Select the campus.<br>Click  to add or change the code for the field. |

| Field                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Role ID</b>         | <p>ROLE-ID (E0721)<br/>Code table: C021</p> <p>Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc.</p> <p>Rule 30090-0117: If <b>Role ID</b> is not 033 or 036, there must be at least one staff payroll record with a matching <b>Texas Unique Staff ID</b> where <b>Obj</b> is 6119 or 6112.<br/>Click  to add or change the code for the field.</p>                                                                                                                                                                                 |
| <b>Service ID</b>      | <p>SERVICE-ID (E0724)<br/>Code table: C022</p> <p>Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered.</p> <p>If highlighted in red, the value entered is not a valid selection in the drop down. However, if the service ID matches a local service ID mask value on the table, the program will allow the value when saving the record.<br/>Click  to add or change the code for the field.</p>                                                                                                          |
| <b>Class ID</b>        | <p>CLASS-ID-NUMBER (E1056)</p> <p>Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus.</p> <p>The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save.</p> <p>When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.</p> |
| <b>Class Type</b>      | <p>CLASS-TYPE-CODE (E1055)<br/>Code table: C179</p> <p>Select the code identifying the type of class providing instruction to students in the particular class settings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Monthly Minutes</b> | <p>MONTHLY-MINUTES (E1057)</p> <p>Type the maximum number of minutes per month devoted to a particular service. A month is generally considered to be the four weeks prior to the as-of-date.<br/><b>NOTE: Monthly Minutes</b> should include Columbus Day and any other holidays (i.e., 20 days).</p>                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Pop Served</b>      | <p>POPULATION-SERVED-CODE (E0747)<br/>Code table: C030</p> <p>Select the student population for which the service has been designed or is intended.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Nbr of Students</b> | <p>NUMBER-STUDENTS-IN-CLASS (E0170)</p> <p>Type the number of students in membership in the class as of the reporting date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Field          | Description                                                                                                                                                                                                                                                                                                         |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ESC SSA</b> | <p>ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015)<br/>Code Table: C169</p> <p>Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. <b>This is reported by ESCs only; the field is not valid for school districts.</b></p> |

Click **Save**.

## Other functions and features:

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><a href="#">Delete a row.</a></p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Prev and Next</b>                                                              | <p><a href="#">Scroll through staff.</a></p> <p>Once a staff person is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next staff person alphabetically.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>+Add</b>                                                                       | Add a responsibilities record for the employee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Add</b>                                                                        | <p><a href="#">Add a staff record.</a></p> <p>Click <b>Add</b> to add an employee record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Delete</b>                                                                     | <p><a href="#">Delete all of the employee's records.</a></p> <p>Click <b>Delete</b> to delete all of the employee's records. A confirmation message is displayed.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Change ID</b>                                                                  | <p><a href="#">Change the staff ID.</a></p> <p>The <b>Change ID</b> button is disabled until an employee is retrieved on the page.</p> <p>Retrieve an employee, and click <b>Change ID</b>. The <b>Change Staff ID</b> section is displayed at the top of the page.</p> <p>In the <b>New Staff ID</b> field, type a valid social security number that you would like to change the existing ID to, and then click <b>Submit</b>.</p> <p>The <b>Change Staff ID</b> dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p> |



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