



## Responsibilities - Quick Reference Chart



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# Responsibilities - Quick Reference Chart

For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards (**TWEDS**) website:

<https://tealprod.tea.state.tx.us/TWEDSAPI/31/0/0/Overview?IntroductionId=993>. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (PEIMS), and **Submission** (Fall) and click **Open**.



Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.

Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.

## Responsibility Records and TSDS:

Use the following guidance when entering Responsibility Records for TSDS reporting:

**Entity:** *StaffEducationOrganizationAssignmentAssociation*

**ASCENDER page:** Personnel > Maintenance > Staff Demo > Responsibility

**Professional (6119) OR Instructional Aides (11-6129):**

(Staff Service = SXXXXXXX)

- Business Manager
- (033) Classroom Aides (11-6129)
- Counselors (require monthly minutes)
- Directors
- Librarians
- Principals
- Registered Nurse (6119)
- Superintendent

**Entity:** *StaffEducationOrganizationEmploymentAssociation*

**ASCENDER page:** Personnel > Maintenance > Employment Info

**Auxiliary Role (6129):**

- Cafeteria
- Clerical
- LVN (6129)
- Maintenance
- Non-Instructional Aides
- Secretaries

**Entity:** *StaffSectionAssociation*

**ASCENDER page:** Grade Reporting > Maintenance > Master Schedule > Campus Schedule

**(Course Codes)**

- (087) Teachers
- (033) PK Aides
- (047) Long-term Substitutes

## Staff Domain

*StaffEducationOrganizationAssignmentAssociation*

Reported from Personnel > Maintenance > Staff Demo > Responsibility

| Job Duties   | Staff Classification | Staff Service  | Pop Served        | Object Code         | Function              |
|--|----------------------|--|-------------------|---------------------|-----------------------|
| Non-Classroom Responsibilities - Professional Staff                  | Staff Classification | Monthly Minutes, Student Count <b>NOT</b> Required                                     | Population Served | Payroll Object Code | Payroll Function Code |
| Superintendent   | 027                  | SS013000   | 01                | 6119                | 41                    |
| Assistant Superintendent   | 004                  | SSXXXXXX   | 01                | 6119                | 12,13,21,31-61,81     |
| Instructional Administration/District Instructional Program Director | 012                  | SS001XXX,<br>SS002000C<br>SS004XXXX,<br>SS005XXXX,<br>SS0060000,<br>SS007000, 22011000 | 01                | 6119                | 12,13,21,31           |
| Department Head/Chair  | 054                  | SS002000,<br>SS004000-SS006000   | 01                | 6119                | 13,21                 |
| Principal  | 020                  | SS003000   | 01                | 6119                | 23                    |
| Assistant Principal  | 003                  | SS003000   | 01                | 6119                | 23                    |
| Teacher Facilitator  | 041                  | SS001XXX,<br>SS002000,<br>SS004XXX,<br>SS005XXX  | *                 | 6119                | 21                    |
| Business Manager/CFO   | 043                  | SS013000   | 01                | 6119                | 41                    |

| <b>Job Duties</b>  | <b>Staff Classification</b> | <b>Staff Service</b>                   | <b>Pop Served</b> | <b>Object Code</b> | <b>Function</b> |
|--|-----------------------------|--|-------------------|--------------------|-----------------|
| Other Business Services Professional (including but not limited to Professional Accounting, Budget, and Payroll staff)                                     | 112                         | SS013000                               | 01                | 6119               | 41              |
| Human Resources Director   | 045                         | SS013000                               | 01                | 6119               | 41              |
| Internal Auditor   | 104                         | SS013000                               | 01                | 6119               | 41              |
| Instructional Materials Coordinator  | 100                         | SS013000                               | 01                | 6119               | 11, 12, 23, 41  |
| Counselor  | 008                         | SS007000                               | 01                | 6119               | 31              |
| Social Worker  | 024                         | SS008000                               | 01                | 6119               | 32              |
| Family and Community Liaison   | 119                         | SS007000, SS008000, SS019000, SS022000 | 01                | 6119               | 31, 61          |
| District Registrar   | 055                         | SS003000, SS013000                     | 01                | 6119               | 23, 41          |
| Nurse (RN, LVN) - Health Svc   | 022                         | SS009000                               | 01                | 6119               | 33              |
| Librarian  | 013                         | SS002000                               | 01                | 6119               | 12              |
| Truant Officer   | 030                         | SS020000                               | 01                | 6119               | 32              |
| Security (Including but not limited to Chief of Police, Investigators, Police Officers)  | 105                         | SS020000, SS021000                     | 01                | 6119               | 52, 53          |
| Food Service Professional (Including but not limited to Dietician)   | 107                         | SS012000                               | 01                | 6119               | 35              |
| Athletic Director  | 040                         | SS011000                               | 01                | 6119               | 36              |
| Athletic Trainer   | 056                         | SS011000                               | 01                | 6119               | 36              |
| Custodial Director   | 110                         | SS014000                               | 01                | 6119               | 51              |
| Maintenance Director   | 111                         | SS014000                               | 01                | 6119               | 51              |
| Transportation Director  | 108                         | SS010000                               | 01                | 6119               | 34              |
| District / Campus Technology Professional (Including but not limited to Programmer/Analyst, Network Specialist, Database Administrator, PEIMS Coordinator) | 106                         | SS015000-SS018000, SS025000            | 01                | 6119               | 53              |

| <b>Job Duties</b>  | <b>Staff Classification</b> | <b>Staff Service</b>                               | <b>Pop Served</b>        | <b>Object Code</b>         | <b>Function</b>              |
|--|-----------------------------|--|--------------------------|----------------------------|------------------------------|
| Other District Exempt Professional Auxiliary (professional-level, non-instructional staff who cannot be classified in any other role regardless of where assigned. Physical work location is not a determining factor) | 113                         | SS013000, SS023000                                 | 01                       | 6119                       | 11-36, 53, 61                |
| <b>Job Duties</b>  | <b>Staff Classification</b> | <b>Staff Service</b>                               | <b>Pop Served</b>        | <b>Object Code</b>         | <b>Function</b>              |
| <b>Classroom Professional</b>  | <b>Staff Classification</b> | <b>Monthly Minutes, Student Count ARE Required</b> | <b>Population Served</b> | <b>Payroll Object Code</b> | <b>Payroll Function Code</b> |
| Art Therapist  | 002                         | SE000001, SE000005, SE000006                       | 06                       | 6119                       | 11                           |
| Audiologist  | 006                         | SE000001, SE000003, SE000006                       | 06                       | 6119                       | 31                           |
| Educational Diagnostician  | 011                         | SE000001   | 06                       | 6119                       | 31                           |
| Music Therapist  | 015                         | SE000001, SE000005, SE000006                       | 06                       | 6119                       | 11                           |
| Occupational Therapist   | 016                         | SE000001   | 06                       | 6119                       | 11                           |
| Physical Therapist   | 018                         | SE000001, SE000004, SE000006                       | 06                       | 6119                       | 11                           |
| Licensed Specialist in School Psychology (LSSP)  | 023                         | SE000001, SS007000-SS009000                        | 06                       | 6119                       | 31                           |
| Speech Pathologist/Therapist   | 026                         | SE000002, SE000003                                 | 06                       | 6119                       | 11                           |
| Certified Interpreter  | 036                         | SA000004   | 06                       | 6119                       | 11                           |
| <b>Job Duties</b>  | <b>Staff Classification</b> | <b>Staff Service</b>                               | <b>Pop Served</b>        | <b>Object Code</b>         | <b>Function</b>              |
| <b>Classroom Para-Professional</b>   | <b>Staff Classification</b> | <b>Monthly Minutes, 000 Student Count Required</b> | <b>Population Served</b> | <b>Payroll Object Code</b> | <b>Payroll Function Code</b> |
| Regular Ed Classroom Aide  | 033                         | SA000003   | 01                       | 6129                       | 11                           |
| Spec Ed Classroom Aide   | 033                         | SA000003   | 06                       | 6129                       | 11                           |
| Library Classroom Aide   | 033                         | SA000003   | 01                       | 6129                       | 12                           |



## Reported with an Auxiliary Role ID

StaffEducationOrganizationEmploymentAssociation

Reported from Personnel > Maintenance > Employment Info

| Job Duties   | Staff Classification | Staff Service   | Pop Served | Object Code                | Function                     |
|--|----------------------|---|------------|----------------------------|------------------------------|
| <b>Auxiliary Staff</b>   | <b>Aux. Role ID</b>  | <b>Entered in Personnel &gt; Maintenance &gt; Employment Info - only need Begin Date (and End when appropriate)</b> | <b>N/A</b> | <b>Payroll Object Code</b> | <b>Payroll Function Code</b> |
| Business/Finance (Accounting clerk, Accounts Payable Clerk, Payroll Clerk, Purchasing Clerk)   | 201                  |   |            | 6129                       | 41                           |
| Campus Office/Clerical (Receptionist, Secretary, Certification Specialist, Bookkeeper, Data Clerk, PEIMS Data Clerk, non-professional Registrar) | 202                  |   |            | 6129                       | 23, 53                       |
| Central Office/Clerical (Receptionist, Secretary)  | 203                  |   |            | 6129                       | 41                           |
| Human Resources (Certification Specialist, Human Resources Specialist)   | 205                  |   |            | 6129                       | 41                           |
| Safety/Security  | 220                  |   |            | 6129                       | 52                           |
| Child Nutrition  | 204                  |   |            | 6129                       | 35                           |
| Custodial  | 213                  |   |            | 6129                       | 51                           |
| Plumber  | 215                  |   |            | 6129                       | 51                           |
| Painter  | 216                  |   |            | 6129                       | 51                           |
| HVAC   | 217                  |   |            | 6129                       | 51                           |
| Electrician  | 218                  |   |            | 6129                       | 51                           |
| Maintenance  | 214                  |   |            | 6129                       | 51                           |
| Warehouse  | 219                  |   |            | 6129                       | 51                           |
| Transportation   | 221                  |   |            | 6129                       | 34                           |
| Campus Technology Specialist   | 207                  |   |            | 6129                       | 53                           |
| Information Technology (Computer Tech, District PEIMS Data Coordinator, Help Desk Tech, Telecommunication Tech)                                  | 206                  |   |            | 6129                       |                              |
| Other Non-Exempt Auxiliary (Volunteers)  | 222                  |   |            | 6129                       |                              |

## Teaching and Learning Domain

Reported from Grade Reporting > Maintenance > Master Schedule > Campus Schedule

*StaffSectionAssociation*

| <b>Job Duties</b>   | <b>Staff Classification</b> | <b>Staff Service</b>                               | <b>Pop Served</b>        | <b>Object Code</b>         | <b>Function</b>              |
|---|-----------------------------|--|--------------------------|----------------------------|------------------------------|
| <b>Classroom Professional or Para-Professional (from Master Schedule)</b> | <b>Staff Classification</b> | <b>Monthly Minutes, 000 Student Count Required</b> | <b>Population Served</b> | <b>Payroll Object Code</b> | <b>Payroll Function Code</b> |
| PK Classroom Aide   | 033                         | SA000003   | 01, 06                   | 6129                       | 11                           |
| Pull Out Teacher  | 087                         | Course Service ID                                  | *                        | 6119                       | 11                           |
| Permanent Sub   | 047                         | Course Service ID                                  | *                        | 6119                       | 11                           |
| Assistant Teachers/Coaches  | 087                         | Course Service ID                                  | 01                       | 6119                       | 11                           |