



# Responsibilities - Quick Reference Chart



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# Responsibilities - Quick Reference Chart

Visit the [TSDS Web-Enabled Data Standards \(TWEDS\)](#) website, select the appropriate **School Year**, and review the Data Components > Entities > StaffEducationOrganizationAssignmentAssociation Entity page for additional guidance on entering responsibility records.

## Responsibility Record Quick View for TSDS

*StaffEducationOrganizationAssignmentAssociation*

Personnel > Maintenance > Staff Demo > Responsibility

**Professional (6119) OR Instructional Aides (11-6129):** (Service IDs = SXXXXXXX)

- Business Manager
- Classroom Aides (11-6129)
- Counselors
- Directors
- Superintendent
- Principals
- Librarians

*StaffEducationOrganizationEmploymentAssociation*

Personnel > Maintenance > Employment Info

**Auxiliary Role (6129):**

- Cafeteria
- Clerical
- Maintenance
- Non Instructional Aides
- Secretaries

*StaffSectionAssociation*

Grade Reporting > Maintenance > Master Schedule > Campus Schedule

**Course Codes:**

- Teachers
- PK Aides

# Staff Domain: Reported from Personnel > Maintenance > Staff Demo > Responsibility

StaffEducationOrganizationAssignmentAssociation

| 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                    |
| 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,<br>SS008000,<br>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                    |

| Job Duties   | Staff Classification | Staff Service               | Pop Served | Object Code | Function      |
|--|----------------------|-----------------------------|------------|-------------|---------------|
| 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            |
| 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 |

### Staff Domain: Reported from Personnel

| Job Duties                | Staff Classification | Staff Service                                      | Pop Served        | Object Code         | Function              |
|---------------------------|----------------------|--|-------------------|---------------------|-----------------------|
| Classroom Professional    | Staff Classification | Monthly Minutes, Student Count <b>ARE</b> Required | Population Served | Payroll Object Code | Payroll Function Code |
| 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                    |

| Job Duties                                      | Staff Classification | Staff Service                | Pop Served | Object Code | Function |
|---|----------------------|------------------------------|------------|-------------|----------|
| 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       |

**Staff Domain: Reported from Personnel**

| Job Duties                  | Staff Classification | Staff Service                               | Pop Served        | Object Code         | Function              |
|-----------------------------|----------------------|---|-------------------|---------------------|-----------------------|
| Classroom Para-Professional | Staff Classification | Monthly Minutes, 000 Student Count Required | Population Served | Payroll Object Code | Payroll Function Code |
| 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                    |

**Teaching and Learning Domain: Reported from Grade Reporting > Maintenance > Master Schedule > Campus Schedule**

| Job Duties   | Staff Classification | Staff Service                               | Pop Served        | Object Code         | Function              |
|--|----------------------|---|-------------------|---------------------|-----------------------|
| Classroom Professional or Para-Professional (from Master Schedule) | Staff Classification | Monthly Minutes, 000 Student Count Required | Population Served | Payroll Object Code | Payroll Function Code |
| 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                    |

**Reported with an Auxiliary Role ID from Personnel > Maintenance > Employment Info**

| <b>Job Duties</b>  | <b>Staff Classification</b> | <b>Staff Service</b>  | <b>Pop Served</b> | <b>Object Code</b>         | <b>Function</b>              |
|--|-----------------------------|---|-------------------|----------------------------|------------------------------|
| <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                       |                              |