



# District Administration



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# District Administration

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Add data for contracted instructional staff as needed.

The screenshot shows a web application interface for District Administration. At the top, there is a navigation bar with 'Tables > District Information' and 'District Administration'. Below this is a form for entering district information. The 'Year' field is set to 2026. The form includes fields for District Name (TEXAS ISD), District County Name (TEXAS Cnty), District Website (www.esc20.net), District E-mail (info@esc20.net), ESC Region Number (10), ESC County District Number (057-950), Street Nbr (13328), Street Name (Lone Star Drive), City (Alamo City), State (TX - Texas), Zip (28178), Phone ((555) 586-0687), Fax ((555) 510-8413), and Superintendent (Mr. Jane Smith). At the bottom, there is a table for 'Contracted Instructional Staff' with columns for Delete, Campus, Program Intent Code, and Nbr FTE. A single record is shown with Campus 001, Program Intent Code 25, and Nbr FTE 1.00.

In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

Under **Contracted Instructional Staff**, add records and complete the following fields:

- **Campus**
- **Program Intent Code** - Identifies the cost of instruction and other services directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the CStaffProgramIntent, not the demographic makeup of the students served.
- **Number of FTEs** - A standard measurement of the portion of professional contracted instructional staff expressed as a multiple of the standard workday, such as 7.7 FTEs. When calculating contracted instructional staff FTEs, the following items must be considered:
  - The percent of the day worked (the number of hours worked divided by the number of work hours in the standard day).
  - The percent of days per week worked (the number of days worked divided by 5).
  - The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).

For example, Mrs. Jones is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight-hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36-week instructional year), for a reported FTE of 0.10.

**Note:** For information regarding Full-Time Equivalent (FTE) calculations, please refer to the TWEDS website.

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[District Administration > Maintenance > Non-Employee](#)

For contracted instructional staff, complete all fields under **Instructional Staff**.

Maintenance > Non-Employee District Administration

Save

**NON-EMPLOYEE** TSDS

Employee Nbr: 001563 Name: SMITH, SANDRA Retrieve Directory Add

**Name**

Employee Nbr 001563 Name

Title First Middle Last Generation

Work E-mail:

Job Code: 0151 - SPEECH THERAPIST

Highly Qualified:

**Local Use**

1:

2:

**Instructional Staff**

SSN: 555-55-5555 TX Unique Staff ID: 1234567890

Sex: F - Female TSDS Staff Type: 3 - Contracted Profe

Date of Birth: 07-01-1973

**Races**

Hispanic:  American Indian:  Asian:  Black:  Pacific Islander:  White:

Days Employed: 187 Begin Date: 08-11-2025

Total Years: 10 End Date: 05-29-2026

District Years: 10 Extract for TSDS:

Percent of Day: 100% Prior Teaching Years: 10

Highest Degree: 1 - Bachelor's

Be sure to select a **TSDS Staff Type** code for all non-employees who have a start date within the PEIMS school year that you are currently working in.

- Select *3 - Contracted Professional Staff* if the staff member is a Contracted Professional (instructional and non-instructional).
- Select *4 - In-District Charter Prtnr Campus Teacher* if the staff member is a teacher employed at an In-district Charter Partner Campus.

Notes:

- Typically for staff paid out of Finance, not Payroll.
- A non-employee cannot have the same Social Security Number and Texas Unique Staff ID as an active employee in Personnel or Payroll.

District Administration > Maintenance > Non-Employee > TSDS

Create TSDS/Responsibility records for non-employees. Note that any updates made to the Non-Employee tab will not create new records on this tab.

The screenshot shows a web application interface for managing TSDS records. At the top, there is a breadcrumb trail: Maintenance > Non-Employee > District Administration. Below this, there is a 'Save' button and two tabs: 'NON-EMPLOYEE' and 'TSDS'. The 'TSDS' tab is active. The form contains the following sections:

- Employee Information:** Employee Nbr: 001563, Name: SMITH, SANDRA. Buttons for 'Retrieve' and 'Directory' are present.
- TSDS Days Employed Set:** A table with columns: Percent Day Employed (100), TSDS # Days Employed (187), Begin Date (08-01-2024), and End Date. Below the table are navigation buttons: First, 1 / 1, Last.
- Responsibility:** A table with columns: Delete, Details, Year, Campus, and Staff Classification. It lists two records for the years 2025 and 2026, both at '001 - ASCENDER High School' with staff classification '011 - Educational Diagnostician'. An 'Add' button is at the bottom right.
- Form Fields:** School Year for PEIMS Codes: 2026. Job Code: 0060 DYSLLEXIA. Campus: 001 ASCENDER High School. Co-op/ISSA LEA: (empty). Staff Classification: 011 - Educational Diagnostician. ESC/SSA: School District Employee. Staff Service: SE000001 - Special Education, Generic. SPED Student Age Range: 02 Age 5 (KG) Through 21. Pop Served: 06 Special Ed Students. Monthly Minutes: 08000. # of Students: 10. Begin Date: 08-11-2025. End Date: --.