

Responsibilities - Quick Reference Chart

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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 NOT 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, SS002000C SS004XXXX, SS005XXXX, SS0060000, SS007000, 22011000	01	6119	12,13,21,31
Department Head/Chair	054	SS002000, SS004000-SS006000	01	6119	13,21
Principal	020	SS003000	01	6119	23
Assistant Principal	003	SS003000	01	6119	23
Teacher Facilitator	041	SS001XXX, SS002000, SS004XXX, SS005XXX	*	6119	21
Business Manager/CFO	043	SS013000	01	6119	41

Job Duties	Staff Classification	Staff Service	Pop Served	Object Code	Function
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
Registered Nurse/Nurse Practitioner	122	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

Job Duties	Staff Classification	Staff Service	Pop Served	Object Code	Function
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

Job Duties	Staff Classification	Staff Service	Pop Served	Object Code	Function
Classroom Professional	**Staff Classification**	**Monthly Minutes, Student Count ARE 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
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

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

Reported with an Auxiliary Role ID

StaffEducationOrganizationEmploymentAssociation

Reported from Personnel > Maintenance > Employment Info

Job Duties	Staff Classification	Staff Service	Pop Served	Object Code	Function
Auxiliary Staff	**Aux. Role ID**	**Entered in Personnel > Maintenance > Employment Info – only need Begin Date (and End when appropriate)**	**N/A**	**Payroll Object Code**	**Payroll Function Code**
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
Non-Registered Nurse Clinic Staff - Licensed Vocational Nurse (LVN), Certified Nursing Assistant (CNA), or clinic aide	212			6129	33
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	

Job Duties	Staff Classification	Staff Service	Pop Served	Object Code	Function
Other Non-Exempt Auxiliary (Volunteers)	222			6129	

Teaching and Learning Domain

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

StaffSectionAssociation

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


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