

# **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 appliable Entities under Data Components > Entities for additional guidance.

#### 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**

Staff Education Organization Assignment Association

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	SSXXXXX	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
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	800	SS007000	01	6119	31

Job Duties	Staff Classification	Staff Service	Pop Serv	ed	Object Code	Functi	on
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	
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	Staff Service	•	Pop S	erved	-	Function
	Classificatio					Code	
Classroom Professional	Staff Classificatio	Monthly Minutes, Student Count AF Required				Payroll Object Code	Payroll Function Code
Art Therapist	002	SE000001, SE00000 SE000006	06			6119	11

Job Duties	1	aff assification	Sta	ff Service		Pop Serv	/ed	Object Code	Function
Audiologist	00	)6	SE000001, SE000003 SE000006		3,	06		6119	31
Educational Diagnostician	01	.1	SE000001			06		6119	31
Music Therapist	01	.5		00001, SE00000 00006	5,	06		6119	11
Occupational Therapist	01	.6	SE0	00001		06		6119	11
Physical Therapist	01	×		00001, SE00000 00006	4,	4, 06		6119	11
Licensed Specialist in School Psychology (LSSP)	02	23	SE000001, SS00700 SS009000		0-	06		6119	31
Speech Pathologist/Therapist	02	:6	SE000002, SE000003		3	06		6119	11
Certified Interpreter	03	36	SAO	00004		06		6119	11
Job Duties		Staff Classificatio	n	Staff Service	Pop	Served	Ob Co	ject de	Function
Classroom Para- Professional		Staff Classificatio	n	Monthly Minutes, 000 Student Count Required	Pop	ulation red		yroll ject de	Payroll Function Code
Regular Ed Classroom Aide		033		SA000003	01		6129		11
Spec Ed Classroom Aide	.	033		SA000003	06		612	29	11
Library Classroom Aide		033		SA000003	01		612	29	12

### Reported with an Auxiliary Role ID

Staff Education Organization Employment Association

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

Job Duties	Staff Classification	Staff Service	Pop Served	Object Code	Function
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

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

#### Business

Job Duties	Staff Classification	Staff Service	Pop Served	Object Code	Function
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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