



# 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:

hhttps:tealprod.tea.state.tx.us/TWEDSAPI/30/0/0/Overview?IntroductionId=952. 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**. </WRAP> ++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		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		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| |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| |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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