

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: 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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