


# 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: 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

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**Entity**: *StaffEducationOrganizationEmploymentAssociation*

**ASCENDER page**: Personnel > Maintenance > Employment Info

**Auxiliary Role (6129)**:

- Cafeteria
- Clerical
- LVN (6129)
- Maintenance
- Non-Instructional Aides
- Secretaries

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**Entity**: *StaffSectionAssociation*

**ASCENDER page**: Grade Reporting > Maintenance > Master Schedule > Campus Schedule

(**Course Codes**)

- (087) Teachers
- (033) PK Aides
- (047) Long-term Substitutes

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# 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 | | | 6119 | 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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