



# Classroom Responsibilities (Extended)



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## State Reporting > Maintenance > Extended > Staff > Classroom Responsibilities

Update data for the *StaffResponsibilitiesExtension* complex type as needed for services that occur inside the classroom.

The *StaffResponsibilitiesExtension* complex reflects the assignments for professional and paraprofessional staff only. Multiple records are required for persons who perform duties on more than one campus, assume more than one role, and/or perform more than one type of service. By definition, if no staff responsibility record is reported, the assumption is made that the person is an auxiliary staff member.

[Cross reference for Staff Classroom Responsibilities tab:](#)

State Reporting Field	Element	ASCENDER Field(s)
District	E0212 DISTRICT-ID	
<b>Personnel &gt; Maintenance &gt; Staff Demo &gt; Responsibility</b>		
Campus	CAMPUS-ID (E0266)	Campus
Role ID	ROLE-ID (E0721) (Code table: C021)	Role ID
Service ID	SERVICE-ID (E0724) (Code table: C022)	Service ID
Class ID	CLASS-ID-NUMBER (E1056)	Class ID
Class Type	CLASS-TYPE-CODE (E1055) (Code table: C179)	Class Type
Monthly Minutes	MONTHLY-MINUTES (E1057)	Monthly Minutes
Pop Served	POPULATION-SERVED-CODE (E0747) (Code table: C030)	Pop Served
Nbr of Students	NUMBER-STUDENTS-IN-CLASS (E0170)	# of Students
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE (E1015) (Code table: C169)	ESC/SSA
Days Wk 1-4 (PE instructors only)	NUMBER-DAYS-TAUGHT-WEEK-1 (E1604) NUMBER-DAYS-TAUGHT-WEEK-2 (E1605) NUMBER-DAYS-TAUGHT-WEEK-3 (E1606) NUMBER-DAYS-TAUGHT-WEEK-4 (E1607)	Days Wk 1-4
Min Wk 1-4 (PE instructors only)	NUMBER-MINUTES-TAUGHT-WEEK-1 (E1608) NUMBER-MINUTES-TAUGHT-WEEK-2 (E1609) NUMBER-MINUTES-TAUGHT-WEEK-3 (E1610) NUMBER-MINUTES-TAUGHT-WEEK-4 (E1611)	Min Wk 1-4

### Modify a record:




[Select a staff person](#)

To retrieve a staff person's records, select the staff person in one of the following ways:

<b>Staff</b>	Begin typing the staff ID. As you begin typing the staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
<b>Texas Unique Staff ID</b>	Begin typing the staff person's Texas Unique Staff ID. As you begin typing the Texas Unique Staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
<b>Directory</b>	Click <b>Directory</b> to select a staff person from the <a href="#">Staff Directory</a> .

Click **Retrieve**.



Click **+Add** to add a blank row.

<b>District</b>	DISTRICT-ID (E0212)  Type the district ID number registered with the TEA.
<b>Campus</b>	CAMPUS-ID (E0266)  Select the campus. Click  to add or change the code for the field.
<b>Role ID</b>	ROLE-ID (E0721) Code table: C021  Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc.  Rule 30090-0117: If <b>Role ID</b> is not 033 or 036, there must be at least one staff payroll record with a matching <b>Texas Unique Staff ID</b> where <b>Obj</b> is 6119 or 6112. Click  to add or change the code for the field.
<b>Service ID</b>	SERVICE-ID (E0724) Code table: C022  Select the code indicating the services supplied by the employee. Local service IDs beginning with 8 or 9 can be manually entered.  If highlighted in red, the value entered is not a valid selection in the drop down. However, if the service ID matches a local service ID mask value on the table, the program will allow the value when saving the record. Click  to add or change the code for the field.
<b>Class ID</b>	CLASS-ID-NUMBER (E1056)  Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus.  The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save.  When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.

<b>Class Type</b>	CLASS-TYPE-CODE (E1055) Code table: C179  Select the code identifying the type of class providing instruction to students in the particular class settings.
<b>Pop Served</b>	POPULATION-SERVED-CODE (E0747) Code table: C030  Select the student population for which the service has been designed or is intended.
<b>Nbr of Students</b>	NUMBER-STUDENTS-IN-CLASS (E0170)  Type the number of students in membership in the class as of the reporting date.
<b>ADSY</b>	ADDITIONAL-DAYS-PROGRAM-TEACHER-INDICATOR-CODE (E1673) Code table: C088  Select to indicates if a teacher is teaching students eligible for the Additional Days School Year Program as described in TEC Sec. 48.0051.

Click **Save**.

### Other functions and features:

	<a href="#">Delete a row.</a> Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .		
<b>Prev and Next</b>	<a href="#">Scroll through staff.</a> Once a staff person is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next staff person alphabetically.		
<b>+Add</b>	Add a responsibilities record for the employee.		
<b>Add</b>	<a href="#">Add a staff record.</a> Click to add a staff person who does not already exist in ASCENDER State Reporting tables. <table border="1" data-bbox="316 1473 1476 1832"> <tr> <td><b>Staff ID</b></td> <td> <ul style="list-style-type: none"> <li>• The first character must start with 0-8. It cannot start with S (Rule: 30040-0004).</li> <li>• The first three characters cannot be 000, 666, or 900-999.</li> <li>• The middle digits (4th and 5th digit) cannot be 00.</li> <li>• The last four digits cannot be 0000.</li> <li>• The number cannot be 123456789, 219099999, or 078051120.</li> </ul> </td> </tr> </table> Click <b>Save</b> .	<b>Staff ID</b>	<ul style="list-style-type: none"> <li>• The first character must start with 0-8. It cannot start with S (Rule: 30040-0004).</li> <li>• The first three characters cannot be 000, 666, or 900-999.</li> <li>• The middle digits (4th and 5th digit) cannot be 00.</li> <li>• The last four digits cannot be 0000.</li> <li>• The number cannot be 123456789, 219099999, or 078051120.</li> </ul>
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<b>Delete</b>	<a href="#">Delete all of the employee's records.</a> Click <b>Delete</b> to delete all of the employee's records. A confirmation message is displayed.  Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b> .		

<b>Change ID</b>	<p><a href="#">Change the staff ID.</a></p> <p>The <b>Change ID</b> button is disabled until an employee is retrieved on the page.</p> <p>Retrieve an employee, and click <b>Change ID</b>. The <b>Change Staff ID</b> section is displayed at the top of the page.</p> <p>In the <b>New Staff ID</b> field, type a valid social security number that you would like to change the existing ID to, and then click <b>Submit</b>.</p> <p>The <b>Change Staff ID</b> dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>
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