

Classroom Responsibilities (Extended)

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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 ta	b:

State Reporting Field	Element	ASCENDER Field(s)
District	E0212 DISTRICT-ID	
Personnel > Maint	enance > Staff Demo > Responsibility	
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:

	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.
Staff ID	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.
Directory	Click Directory to select a staff person from the Staff Directory.

Click **Retrieve**.

□ Click **+Add** to add a blank row.

District	DISTRICT-ID (E0212)
	Type the district ID number registered with the TEA.
Campus	CAMPUS-ID (E0266)
	Select the campus.
	Click to add or change the code for the field.
Role ID	ROLE-ID (E0721)
	Code table: C021
	Colort the same situation which the same layer converted and a instructory there wish
	Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc.
	Rule 30090-0117: If Role ID is not 033 or 036, there must be at least one staff payroll
	record with a matching Texas Unique Staff ID where Obj is 6119 or 6112.
<u> </u>	Click to add or change the code for the field.
Service ID	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.
Class ID	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.

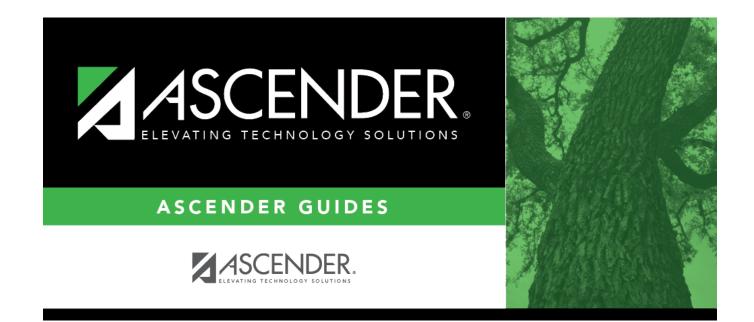
Class Type	CLASS-TYPE-CODE (E1055) Code table: C179
	Select the code identifying the type of class providing instruction to students in the particular class settings.
Pop Served	POPULATION-SERVED-CODE (E0747) Code table: C030
	Select the student population for which the service has been designed or is intended.
Nbr of Students	NUMBER-STUDENTS-IN-CLASS (E0170)
	Type the number of students in membership in the class as of the reporting date.
ADSY	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:

1	Delete a row.		
	Click $^{[m]}$ to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.		
	Click Save .		
Prev and Next	Scroll through staff. Once a staff person is retrieved, click Prev or Next to scroll to the previous or next staff person alphabetically.		
+Add	Add a responsibilities record for the employee.		
Add	Add a staff record. Click to add a staff person who does not already exist in ASCENDER State Reporting tables.		
	Staff ID • The first character must start with 0-8. It cannot start with S (Rule: 30040-0004).		
	• The first three characters cannot be 000, 666, or 900-999.		
	• The middle digits (4th and 5th digit) cannot be 00.		
	• The last four digits cannot be 0000.		
	• The number cannot be 123456789, 219099999, or 078051120.		
	Click Save.		
Delete	Delete all of the employee's records. Click Delete to delete all of the employee's records. A confirmation message is displayed.		
	Click OK to continue. Otherwise, click Cancel .		

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



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