

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 tab:

State Reporting Field	Element	ASCENDER Field(s)
District	E0212 DISTRICT-ID	
Personnel > Maintenance > 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:

Staff	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.
Texas Unique 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 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. 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.
Monthly Minutes	MONTHLY-MINUTES (E1057) Type the maximum number of minutes per month devoted to a particular service. A month is generally considered to be the four weeks prior to the as-of-date. **NOTE: Monthly Minutes** should include Columbus Day and any other holidays (i.e., 20 days).
Pop Served	POPULATION-SERVED-CODE (E0747) Code table: C030 Select the student population for which the service has been designed or is intended.
Grade Level	GRADE-LEVEL-CODE (E0017) Code table: C050 Select the grade level. This field must be populated if the **Pop Served** field is set to *06* and the **Role ID** field is set to *033*, *047*, or *087*. Otherwise, leave the field blank.
Nbr of Students	NUMBER-STUDENTS-IN-CLASS (E0170) Type the number of students in membership in the class as of the reporting date.
ESC SSA	ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169 Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. **This is reported by ESCs only; the field is not valid for school districts.**
Days Wk 1-4	NUMBER-DAYS-TAUGHT-WEEK-1 (E1604) NUMBER-DAYS-TAUGHT-WEEK-2 (E1605) NUMBER-DAYS-TAUGHT-WEEK-3 (E1606) NUMBER-DAYS-TAUGHT-WEEK-4 (E1607) **These fields are only displayed if the selected Service ID is for a PE course.** Type the number of days in which the employee provides physical education instruction each week at the campus. This information is collected for the four weeks in October that include the last Friday in October. Valid entries are one digit between 0-7.
Min Wk 1-4	NUMBER-MINUTES-TAUGHT-WEEK-1 (E1608) NUMBER-MINUTES-TAUGHT-WEEK-2 (E1609) NUMBER-MINUTES-TAUGHT-WEEK-3 (E1610) NUMBER-MINUTES-TAUGHT-WEEK-4 (E1611) **These fields are only displayed if the selected Service ID is for a PE course.** Type the number of minutes the employee provides physical education instruction each week at the campus. This information is collected for the four weeks in October that include the last Friday in October. Valid entries are up to four digits between 0-3000.

❑ Click **Save**.

	Delete a row. Click  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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