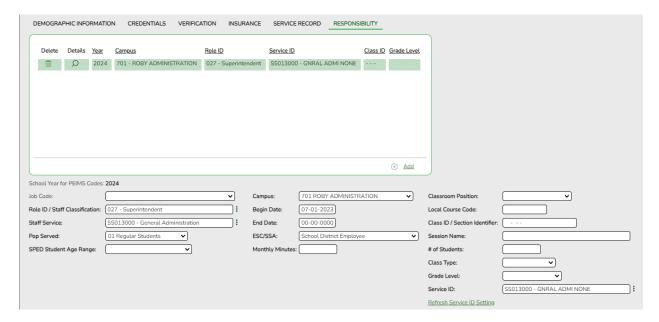
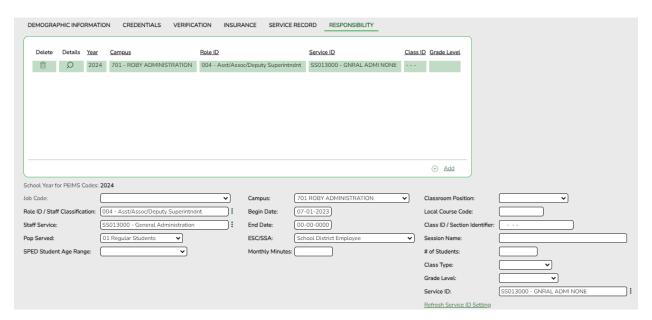
Staff Responsibility Samples

Note: *Class ID, Class Type, Monthly Minutes* are not required when the role is not instructional.

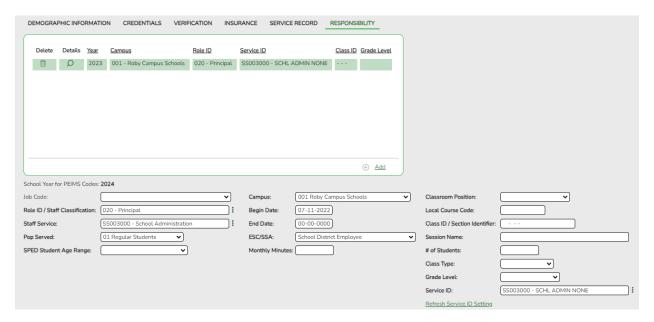
Superintendent:



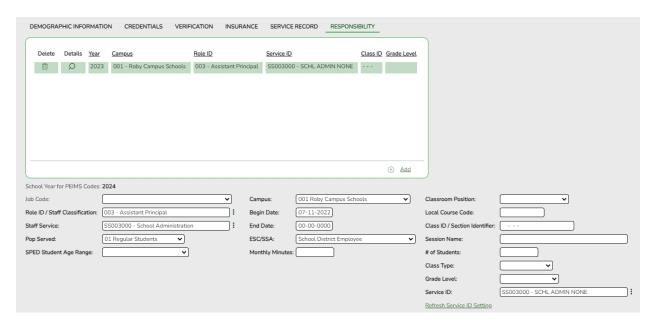
Assistant Superintendent:



Principal

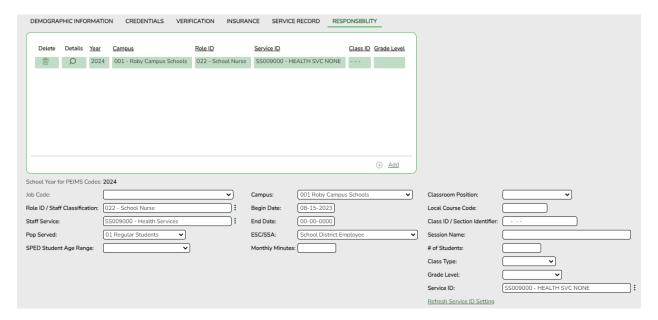


Assistant Principal



Nurse

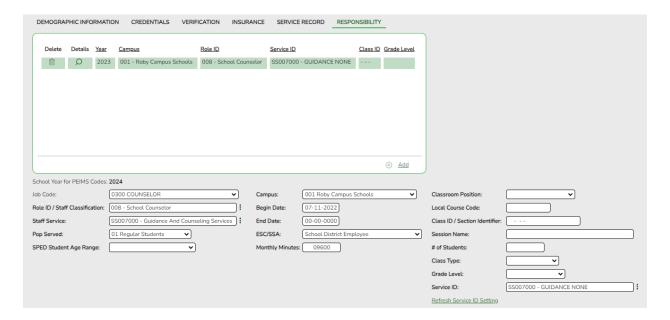
Definition from TEDS: A person that complies with TEC 21.003(b), "is licensed by the state agency that licenses that profession", [Nurse Practitioner (NP), Registered Nurse (RN), Licensed Vocational Nurse (LVN)] is employed/contracted by the school district, and whose primary job responsibility is that of school nurse. Only persons licensed by the state agency that licenses nurses may be employed as a school nurse.



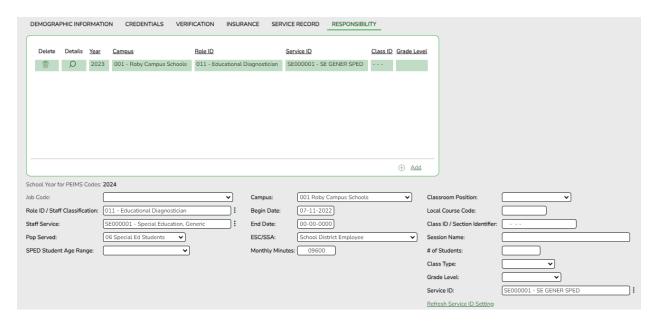
Counselors

Note: Include Monthly Minutes for Counselors. MONTHLY-MINUTES are calculated on the last 4 weeks of October, ending with the PEIMS Fall snapshot date. A Counselor providing services 8 hours (480 minutes) per day should reflect 9600monthly minutes.

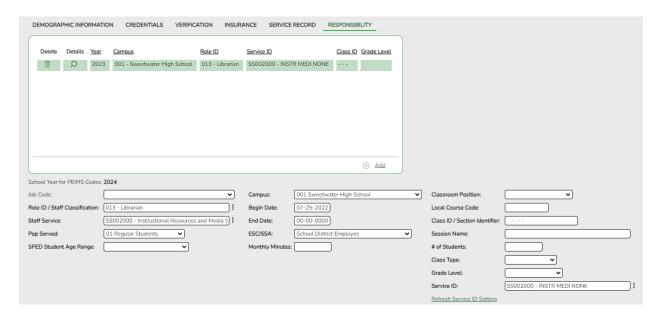
 $(480 \text{ minutes } \times 5 \text{ days in the week } \times 4 \text{ weeks}) = 9600 \text{ monthly minutes}$



Diagnosticians

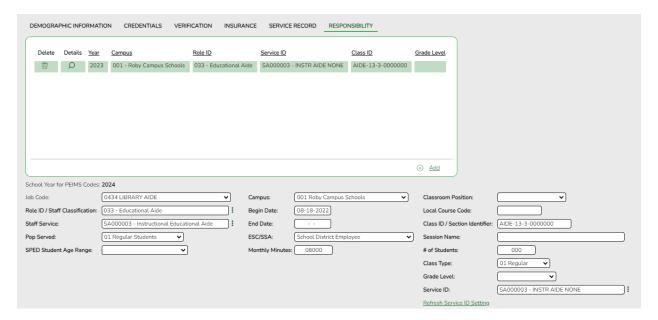


Librarian - Professional



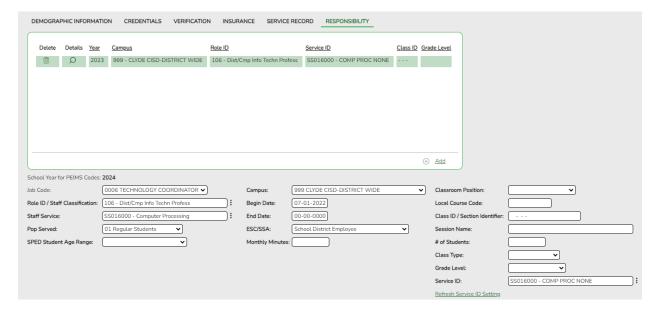
Library Aide

If she helps students, she is coded as a Library Aide. If she strictly checks in books and puts them up, then she is coded as Campus Auxiliary and a Responsibility Record will not be required.



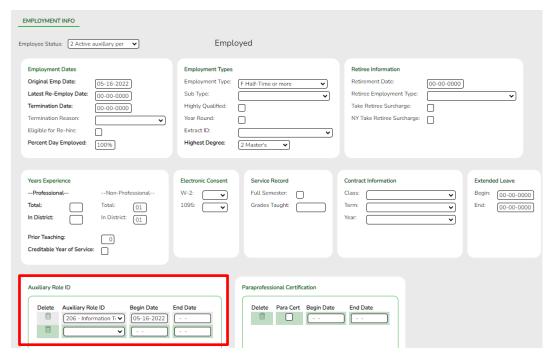
Data Processing Development:

Those activities as systems analysis and design, initial programming, procedures development, etc. required to produce a complete working system for data processing.

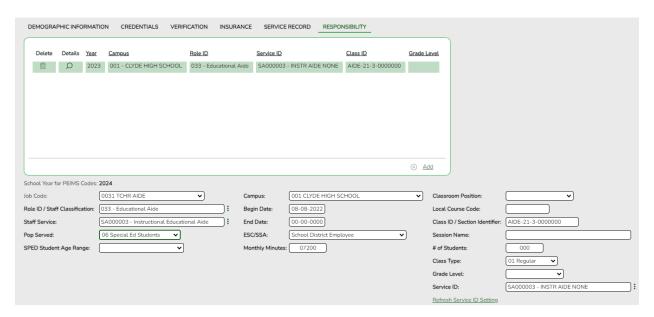


Campus Technology Specialist

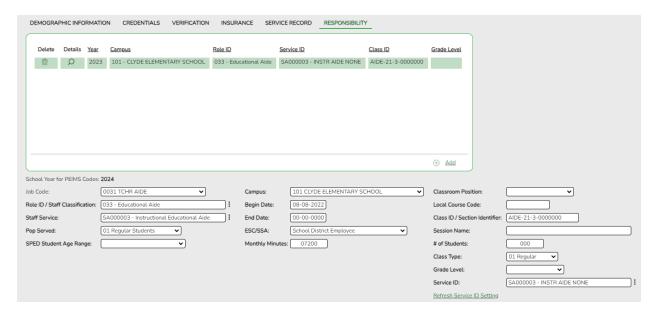
Works part-time at a campus. Does not need a Responsibility Record. He will need a PEIMS Auxiliary Role ID and an Estimated Annual Salary. Listed under Personnel > Maint > Employment Info.



Special Education Aide



Instructional Aide



Educational Aide with Multiple Pop Served

Employees who have responsibilities at **more than one campus or grade level**, assume **more than one role**, and/or perform **more than one type of service** will have multiple records. Select the (Spy Glass) to view additional details for a selected row.

