

# Staff Responsibility Samples

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

## Superintendent:

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2024	701 - ROBY ADMINISTRATION	027 - Superintendent	SS013000 - GNRAL ADMI NONE	---	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:

Campus:

Classroom Position:

Role ID / Staff Classification:

Begin Date:

Local Course Code:

Staff Service:

End Date:

Class ID / Section Identifier:

Pop Served:

ESC/SSA:

Session Name:

SPED Student Age Range:

Monthly Minutes:

# of Students:

Class Type:

Grade Level:

Service ID:

[Refresh Service ID Setting](#)

## Assistant Superintendent:

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2024	701 - ROBY ADMINISTRATION	004 - Asst/Assoc/Deputy Superintndnt	SS013000 - GNRAL ADMI NONE	---	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:

Campus:

Classroom Position:

Role ID / Staff Classification:

Begin Date:

Local Course Code:

Staff Service:

End Date:

Class ID / Section Identifier:

Pop Served:

ESC/SSA:

Session Name:

SPED Student Age Range:

Monthly Minutes:

# of Students:

Class Type:

Grade Level:

Service ID:

[Refresh Service ID Setting](#)

# Principal

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	001 - Roby Campus Schools	020 - Principal	SS003000 - SCHL ADMIN NONE	- - -	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:

Role ID / Staff Classification:  :

Staff Service:  :

Pop Served:

SPEL Student Age Range:

Campus:

Begin Date:

End Date:

ESC/SSA:

Monthly Minutes:

Classroom Position:

Local Course Code:

Class ID / Section Identifier:

Session Name:

# of Students:

Class Type:

Grade Level:

Service ID:  :

[Refresh Service ID Setting](#)

# Assistant Principal

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	001 - Roby Campus Schools	003 - Assistant Principal	SS003000 - SCHL ADMIN NONE	- - -	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:

Role ID / Staff Classification:  :

Staff Service:  :

Pop Served:

SPEL Student Age Range:

Campus:

Begin Date:

End Date:

ESC/SSA:

Monthly Minutes:

Classroom Position:

Local Course Code:

Class ID / Section Identifier:

Session Name:

# of Students:

Class Type:

Grade Level:

Service ID:  :

[Refresh Service ID Setting](#)

## 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.

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2024	001 - Roby Campus Schools	022 - School Nurse	SS009000 - HEALTH SVC NONE	- - -	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:

Role ID / Staff Classification:

Staff Service:

Pop Served:

SPED Student Age Range:

Campus:

Begin Date:

End Date:

ESC/SSA:

Monthly Minutes:

Classroom Position:

Local Course Code:

Class ID / Section Identifier:

Session Name:

# of Students:

Class Type:

Grade Level:

Service ID:

[Refresh Service ID Setting](#)

## 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.

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

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	001 - Roby Campus Schools	008 - School Counselor	SS007000 - GUIDANCE NONE	- - -	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:

Role ID / Staff Classification:

Staff Service:

Pop Served:

SPED Student Age Range:

Campus:

Begin Date:

End Date:

ESC/SSA:

Monthly Minutes:

Classroom Position:

Local Course Code:

Class ID / Section Identifier:

Session Name:

# of Students:

Class Type:

Grade Level:

Service ID:

[Refresh Service ID Setting](#)

# Diagnosticians

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	001 - Roby Campus Schools	011 - Educational Diagnostician	SE000001 - SE GENER SPED	- - -	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:

Campus:

Classroom Position:

Role ID / Staff Classification:

Begin Date:

Local Course Code:

Staff Service:

End Date:

Class ID / Section Identifier:

Pop Served:

ESC/SSA:

Session Name:

SPED Student Age Range:

Monthly Minutes:

# of Students:

Class Type:

Grade Level:

Service ID:

[Refresh Service ID Setting](#)

# Librarian - Professional

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	001 - Sweetwater High School	013 - Librarian	SS002000 - INSTR MEDI NONE	- - -	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:

Campus:

Classroom Position:

Role ID / Staff Classification:

Begin Date:

Local Course Code:

Staff Service:

End Date:

Class ID / Section Identifier:

Pop Served:

ESC/SSA:

Session Name:

SPED Student Age Range:

Monthly Minutes:

# of Students:

Class Type:

Grade Level:

Service ID:

[Refresh Service ID Setting](#)

## 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.

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	001 - Roby Campus Schools	033 - Educational Aide	SA000003 - INSTR AIDE NONE	AIDE-13-3-000000	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:  Campus:  Classroom Position:

Role ID / Staff Classification:  Begin Date:  Local Course Code:

Staff Service:  End Date:  Class ID / Section Identifier:

Pop Served:  ESC/SSA:  Session Name:

SPED Student Age Range:  Monthly Minutes:  # of Students:

Class Type:  Grade Level:

Service ID:  [Refresh Service ID Setting](#)

## 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.

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	999 - CLYDE CISD-DISTRICT WIDE	106 - Dist/Cmp Info Techn Profess	SS016000 - COMP PROC NONE	- - -	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:  Campus:  Classroom Position:

Role ID / Staff Classification:  Begin Date:  Local Course Code:

Staff Service:  End Date:  Class ID / Section Identifier:

Pop Served:  ESC/SSA:  Session Name:

SPED Student Age Range:  Monthly Minutes:

# of Students:

Class Type:

Grade Level:

Service ID:  [Refresh Service ID Setting](#)

## 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**.

**EMPLOYMENT INFO**

Employee Status: 2 Active auxiliary per **Employed**

**Employment Dates**

Original Emp Date: 05-16-2022

Latest Re-Employ Date: 00-00-0000

Termination Date: 00-00-0000

Termination Reason:

Eligible for Re-hire:

Percent Day Employed: 100%

**Employment Types**

Employment Type: F Half-Time or more

Sub Type:

Highly Qualified:

Year Round:

Extract ID:

Highest Degree: 2 Master's

**Retiree Information**

Retirement Date: 00-00-0000

Retiree Employment Type:

Take Retiree Surcharge:

NY Take Retiree Surcharge:

**Years Experience**

--Professional--  --Non-Professional--

Total:  Total: 01

In District:  In District: 01

Prior Teaching: 0

Creditable Year of Service:

**Electronic Consent**

W-2:

1095:

**Service Record**

Full Semester:

Grades Taught:

**Contract Information**

Class:

Term:

Year:

**Extended Leave**

Begin: 00-00-0000

End: 00-00-0000

**Auxiliary Role ID**

Delete	Auxiliary Role ID	Begin Date	End Date
	<span>206 - Information Tr</span>	<span>05-16-2022</span>	<span>--</span>
	<span></span>	<span>--</span>	<span>--</span>

**Paraprofessional Certification**

Delete	Para Cert	Begin Date	End Date
	<input type="checkbox"/>	<span>--</span>	<span>--</span>

## Special Education Aide

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		<span>2023</span>	<span>001 - CLYDE HIGH SCHOOL</span>	<span>033 - Educational Aide</span>	<span>SA000003 - INSTR AIDE NONE</span>	<span>AIDE-21-3-0000000</span>	<span></span>

[Add](#)

School Year for PEIMS Codes: **2024**

Job Code: 0031 TCHR AIDE

Role ID / Staff Classification: 033 - Educational Aide

Staff Service: SA000003 - Instructional Educational Aide

Pop Served: 06 Special Ed Students

SPED Student Age Range:

Campus: 001 CLYDE HIGH SCHOOL

Begin Date: 08-08-2022

End Date: 00-00-0000

ESC/SSA: School District Employee

Monthly Minutes: 07200

Classroom Position:

Local Course Code:

Class ID / Section Identifier: AIDE-21-3-0000000

Session Name:

# of Students: 000

Class Type: 01 Regular

Grade Level:

Service ID: SA000003 - INSTR AIDE NONE

[Refresh Service ID Setting](#)

# Instructional Aide

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	101 - CLYDE ELEMENTARY SCHOOL	033 - Educational Aide	SA000003 - INSTR AIDE NONE	AIDE-21-3-0000000	

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:  Campus:  Classroom Position:

Role ID / Staff Classification:  Begin Date:  Local Course Code:

Staff Service:  End Date:  Class ID / Section Identifier:

Pop Served:  ESC/SSA:  Session Name:

SPED Student Age Range:  Monthly Minutes:  # of Students:

Class Type:  Grade Level:

Service ID:  [Refresh Service ID Setting](#)

## 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.

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD **RESPONSIBILITY**

Delete	Details	Year	Campus	Role ID	Service ID	Class ID	Grade Level
		2023	001 - CLYDE HIGH SCHOOL	033 - Educational Aide	SA000003 - INSTR AIDE NONE	AIDE-13-3-0000000	11 - Grade 11
		2023	001 - CLYDE HIGH SCHOOL	033 - Educational Aide	SA000003 - INSTR AIDE NONE	AIDE-14-3-0000000	12 - Grade 12
		2023	001 - CLYDE HIGH SCHOOL	033 - Educational Aide	SA000003 - INSTR AIDE NONE	AIDE-15-3-0000000	10 - Grade 10
		2023	001 - CLYDE HIGH SCHOOL	033 - Educational Aide	SA000003 - INSTR AIDE NONE	AIDE-16-3-0000000	09 - Grade 9

[Add](#)

School Year for PEIMS Codes: 2024

Job Code:  Campus:  Classroom Position:

Role ID / Staff Classification:  Begin Date:  Local Course Code:

Staff Service:  End Date:  Class ID / Section Identifier:

Pop Served:  ESC/SSA:  Session Name:

SPED Student Age Range:  Monthly Minutes:  # of Students:

Class Type:  Grade Level:

Service ID:  [Refresh Service ID Setting](#)