

# APPENDIX 4

**Appendix 4**  
**PEIMS**  
**Description of Codes**

Descriptions contained in this Part should be considered when completing BS6101—Payroll Costs. The code table translates the code values and explains the translations where necessary.

Information	Description
Code Table ID	Code table reference number in the form "C---"
Name	Name of the code table
Date Issued	Date the code was published
Date Updated	Date of the last change to the code table
Code	A string of characters which represents the translation
Translation	Meaning of the code

Auxiliary staff includes all staff who do not have a specific ROLE-ID. Auxiliary staff includes such employees as food service workers, cafeteria monitors, school crossing guards, security guards, clerks (such as attendance, purchasing, accounting, payroll, general office, file, mail), receptionists, secretaries, maintenance workers (bus, plant, etc.), groundskeepers, bus drivers, custodial staff, data processing key entry personnel, delivery personnel (mail, equipment, etc.), aides to the school nurse, and library aides.

Auxiliary staff does not include those employees considered to be professional-level staff. Examples of such staff are computer programmers, computer operators, bookkeepers, executive assistants to administrators, or any other professional-level staff who have identifiable roles. Educational aides are identified as paraprofessional staff, and are not included in the auxiliary category.

Based upon the duties performed, the district should consider whether the employee is logically grouped with the professional category or in the auxiliary category.

Code Table ID	Name	Date Issued	Date Updated
C021	ROLE-ID	4/2/87	12/01/04

Code	Translation
	<b>PROFESSIONAL</b>
002	Art Therapist Serves as Art Therapist.
003	Assistant Principal Assists the principal of a particular campus in any duties the principal may deem appropriate.
004	Assistant/Associate/Deputy Superintendent Assists the superintendent of a particular school district in any duties the superintendent may deem appropriate. Persons assigned to this role usually perform functions associated with more than one campus.
005	Psychological Associate Serves under the Licensed Specialist in School Psychology (LSSP) or psychologist to provide guidance and counseling services to students.
006	Audiologist The person serving as the therapist of students having impaired hearing.
007	Corrective Therapist Serves as Corrective Therapist.
008	Counselor Provides guidance and counseling services to students.
011	Educational Diagnostician Provides educational diagnostic services and individualized education program development.
012	Instructional Officer Serves under the superintendent, or higher grade instructional administrative officer, as the key specialist for a major instructional, instructional related, or pupil service program. Responsibilities may include curriculum development or supervision of programs or personnel whose assignments require certification or licensure. Only degreed, certified personnel may be placed in this category. Staff such as Director of Guidance and Counseling, Director of Curriculum, Director of Librarians, and Director of Social Studies are assigned to role 012.
013	Librarian Supervises library/learning resources center, or functions as one of several librarians, or learning resource specialists, on a major campus.

Code Table ID	Name	Date Issued	Date Updated
C021	ROLE-ID	4/2/87	12/01/04

Code	Translation
015	Music Therapist Serves as Music Therapist.
016	Occupational Therapist Serves as Occupational Therapist.
017	Certified Orientation and Mobility Specialist (COMS)
018	Physical Therapist Serves as Physical Therapist.
019	Physician Serves as school Physician.
020	Principal Serves as the instructional leader of the school whose duties include selecting teachers for the campus, setting education objectives, developing budgets for the campus, and working with school professionals to prepare individual development plans.
021	Recreational Therapist Serves as Recreational Therapist.
022	School Nurse A person that complies with TEC 21.003(b), "is licensed by the state agency that licenses that profession", (NP, RN, LVN) is employed/contracted by the school district, and whose primary job responsibility is that of school nurse.
023	LSSP/Psychologist Serves as LSSP/Psychologist.
024	Social Worker Serves as the school social worker to provide comprehensive social services as a part of an education team. Social workers must be licensed by the Texas State Board of Examiners and must hold a bachelor's or master's degree.
025	Special Duty Teacher Teaches full load at grade level or in teaching field for which prepared, under general supervision, and performs special duty as sponsor of major student program; directs after-hour recreation of "Lighted Library"; serves as team leader in team teaching; directs band or major group; or serves as coach.
026	Speech Therapist/Speech-Language Pathologist Serves as provider of speech-language pathology/speech therapy services.
027	Superintendent/Chief Administrative Officer/Chief Executive Officer/President The educational leader and administrative manager of the school district.
028	Teacher Supervisor Provides consultant services to teachers in a grade level, adjacent grades, in a teaching field, or group of related fields.

Code Table ID	Name	Date Issued	Date Updated
C021	ROLE-ID	4/2/87	12/01/04

Code	Translation
029	Teacher A professional employee who is required to hold a valid teacher certificate or permit in order to perform some type of instruction to students.
030	Visiting Teacher Directs activities related to promoting and improving school attendance. Such certified staff members provide home, school, and community liaison services.
032	Work-Based Learning Site Coordinator When visiting the student on the job site, the role of a career and technology education teacher changes to 032, Work-Based Learning Site Coordinator (career preparation).
040	Athletic Director Directs the athletic program. Responsibilities may include supervision of coaches and other personnel in the athletic program.
041	Teacher Facilitator Serves as an exemplary role model in assisting teachers with improving their classroom performance.
042	Teacher Appraiser Serves as an appraiser in the Texas Teacher Appraisal System.
043	Business Manager Serves as business manager.
044	Tax Assessor and/or Collector Serves as district tax assessor, tax collector, or tax assessor-collector.
045	Director of Personnel/Human Resources Serves as personnel or human resources director.
047	Substitute Teacher A person who serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died, or been terminated; or, a person who is permanently hired to substitute on an as-needed basis.
054	Department Head Serves as head or chairman of a subject area department on a campus.
055	Registrar Serves as school or district registrar.
056	Athletic Trainer Serves as a trainer in the athletics program.
058	Other Campus Professional Personnel Serves as a professional staff member at a single campus. Some examples of staff who are to be shown with this role are campus/community liaisons, campus volunteer coordinators, dean of boys, dean of girls, and instructional officers assigned to a single campus. The staff member must be considered to be at the professional level, and work at only one campus. Do not use this role unless no other role applies to the staff member.

Code Table ID	Name	Date Issued	Date Updated
C021	ROLE-ID	4/2/87	12/01/04

Code	Translation
060	Executive Director Serves as the chief executive officer of an education service center.
061	Assistant/Associate/Deputy Executive Director Assists the education service center executive director.
062	Component/Department Director Directs and manages the program activities of a component or department of an education service center.
063	Coordinator/Manager/Supervisor Coordinates, manages, and/or supervises specific programs and services of an education service center.
064	Specialist/Consultant Provides technical assistance and professional development in various areas of an education service center.
065	Field Service Agent Provides coordinated assistance to districts and campuses.
079	Other Education Service Center Professional Personnel Serves as professional staff member at an ESC. Do not use this role unless no other role applies to the staff member.
080	Other Non-Campus Professional Personnel Assign this role to staff who are professional-level, non-instructional staff who cannot be classified in any other role. This includes administrators/non-instructional department heads, associate or assistant administrators/non-instructional department heads, other supervisory staff, and any other professional-level staff in a functional area (food service, maintenance and operations, transportation, data processing, security, business services, research/evaluation, communications, legal, textbooks, purchasing, payroll, etc.) at the district level, regardless of where assigned. Physical location is not a determining factor. The position does not involve supervising or controlling curriculum, programs, or professional personnel whose assignments require TEA certification. A degree and/or certification are not required.

Code Table ID	Name	Date Issued	Date Updated
C021	ROLE-ID	4/2/87	12/01/04

Code	Translation
	<b>PARAPROFESSIONAL/OTHER</b>
033	Educational Aide Performs routine classroom tasks under the general supervision of a certified teacher or teaching team.
036	Certified Interpreter A state or nationally certified interpreter for the deaf who translates/transliterates for students who are deaf or hard of hearing, according to ARD committee recommendations. (Certified interpreters may be either professional or para-professional, depending on district classification.)
037	Non-certified Interpreter A non-certified interpreter for the deaf who translates/transliterates for students who are deaf or hard of hearing, according to ARD committee recommendations; should have a current TEA emergency permit if not certified. (Non-certified interpreters may be either professional or para-professional, depending on district classification.)