

Teacher Vacancy

User Manual

Websmart SIS — HR / Ed-Fi 2026-2027 Reporting

November 18, 2026

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Aha tickets: WSDEV-1541 (MVP/UI — primary), WSDEV-1433 (Ed-Fi submission wiring, Open/not started), WSDEV-1417 (OpenStaffPositionExt entity), WSDEV-1418 (RequisitionExt entity)

1. Purpose

Texas Education Agency (TEA) requires LEAs to report open teaching positions through Ed-Fi (TSDS) — not staffing details, just the vacancy and its requisition history.

- Reporting window: September 1 through August 31.
- A single vacancy can be reported across multiple school years.
- A requisition continues to be reported until its Date Posting Closed is set.

2. Where It Lives in the UI

New menu item Teacher Vacancy under Finance → HR → Organization, a peer item alongside Position Types / Contract Types / Promote Contracts / Mass Update (not nested under Position Types).

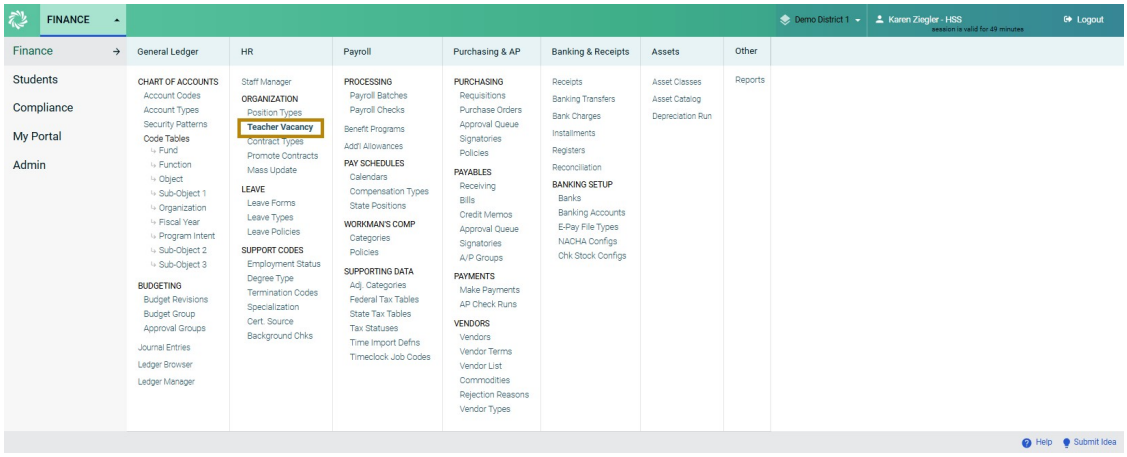


Figure 1. HR navigation showing Teacher Vacancy under Organization.

Selecting it opens the Teacher Vacancies list, showing every open position (Position # and Staff Classification), with Add Teacher Vacancy to create a new one.

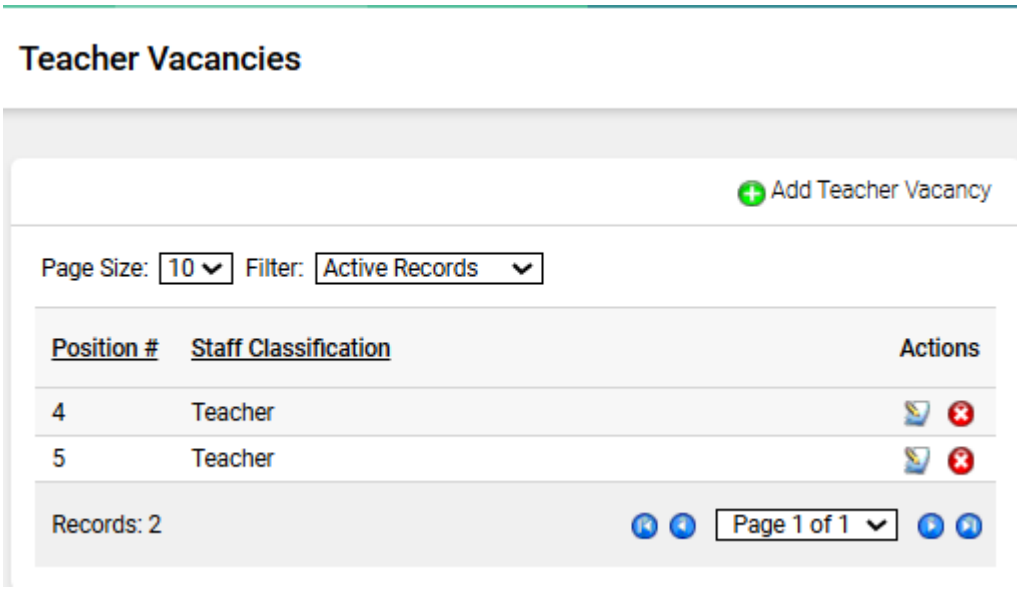


Figure 2. Teacher Vacancies list.

3. Screens

Opening or adding a position goes to Teacher Vacancy: Position #N, a screen with six tabs: General, Vacancy Sets, Grade Level Ranges, Instructional Subjects, Program Assignments, and Requisitions. Every tab past General holds a repeatable collection — add as many entries as apply to the position.

General Tab

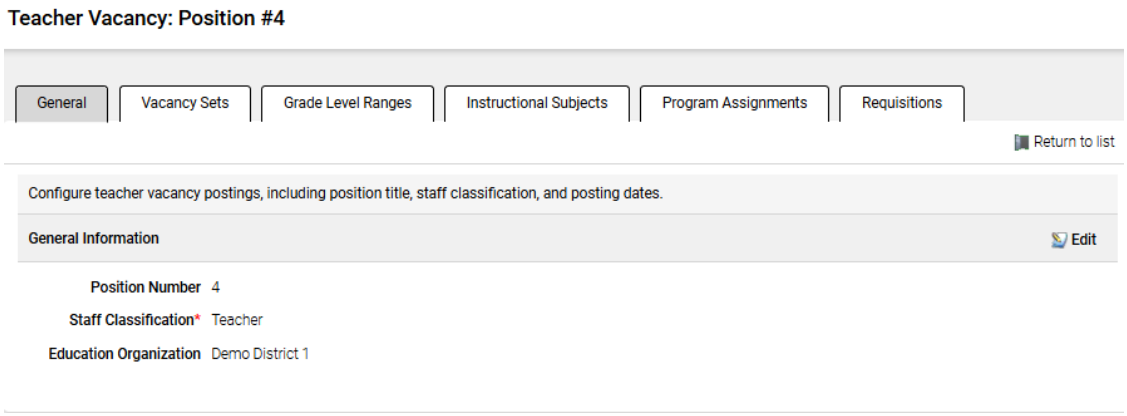


Figure 3. General tab.

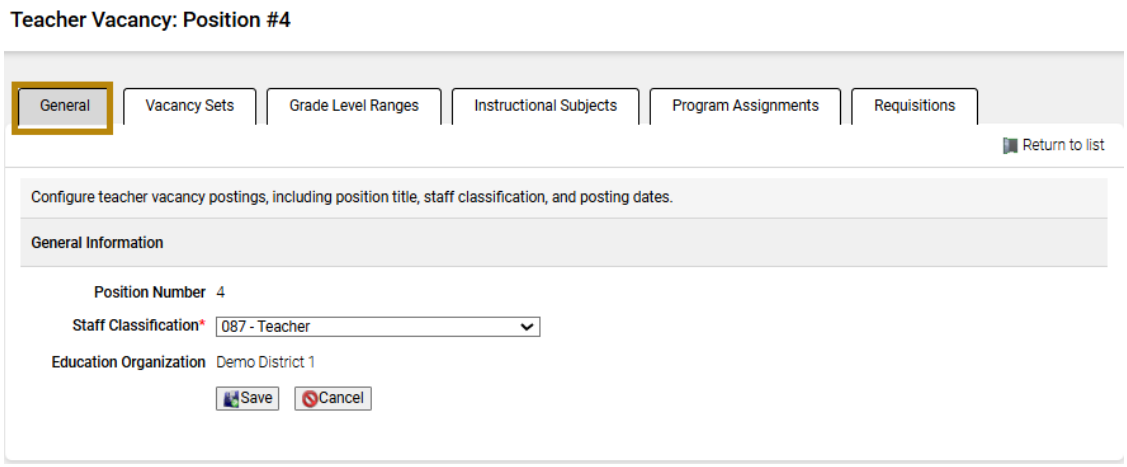


Figure 4. General tab — edit mode.

Field	Notes
Position Number	System-assigned once the position is created; read-only afterward
Staff Classification	Required, coded dropdown (e.g. 087 - Teacher) — maps to the existing Websmart RoleType table filtered to Category = “Professional”
Education Organization	Display-only, the owning district (e.g. “Demo District 1”)

Vacancy Sets Tab

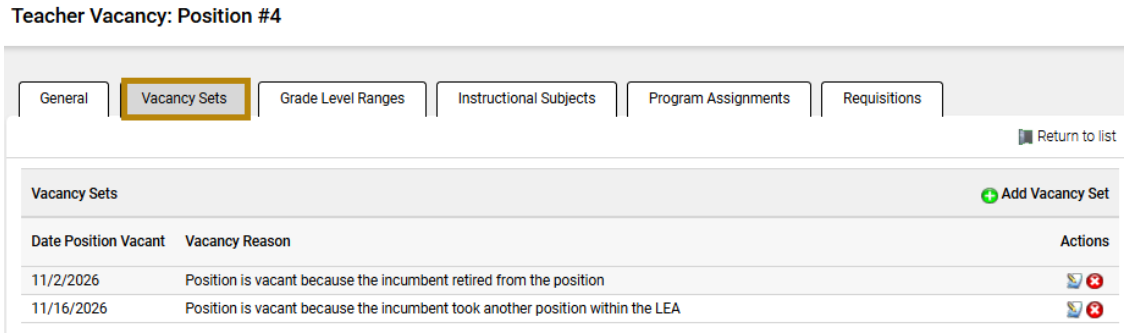


Figure 5. Vacancy Sets — list.

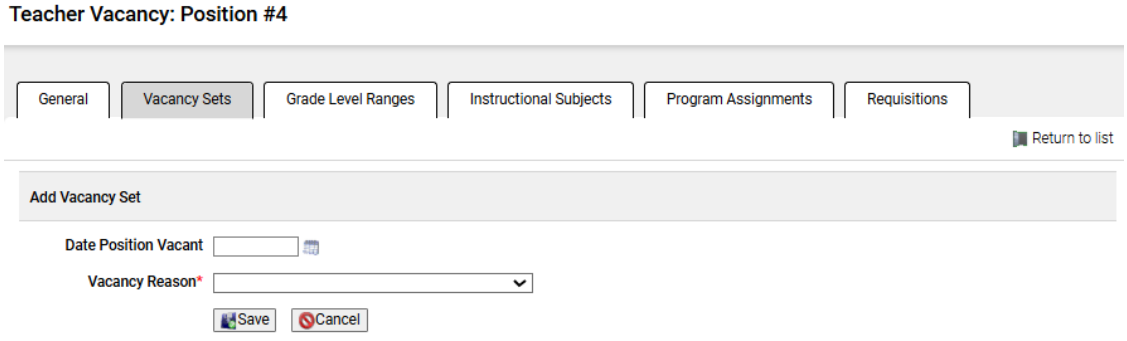


Figure 6. Vacancy Sets — add.

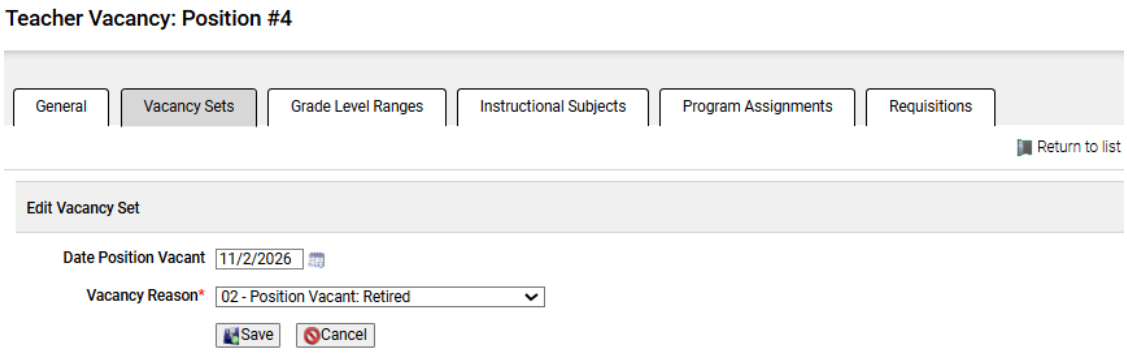


Figure 7. Vacancy Sets — edit.

Field	Notes
Date Position Vacant	Date
Vacancy Reason	Required, coded dropdown (e.g. 02 - Position Vacant: Retired)

A position can carry multiple vacancy sets (e.g. the same position going vacant more than once over time).

Grade Level Ranges Tab

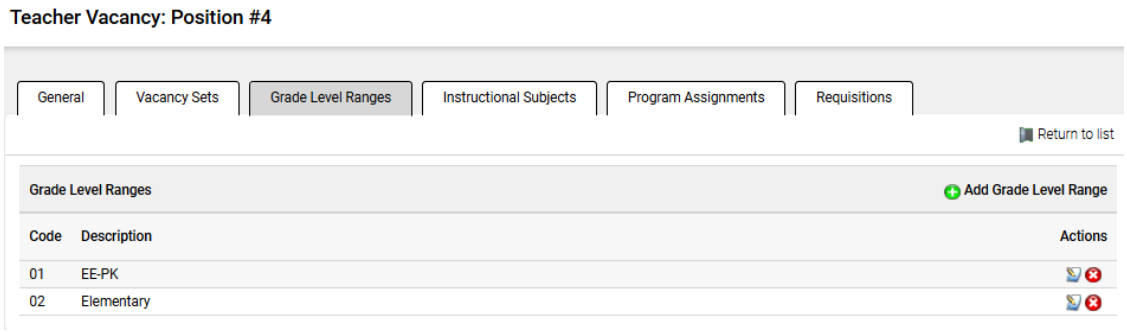


Figure 8. Grade Level Ranges — list.

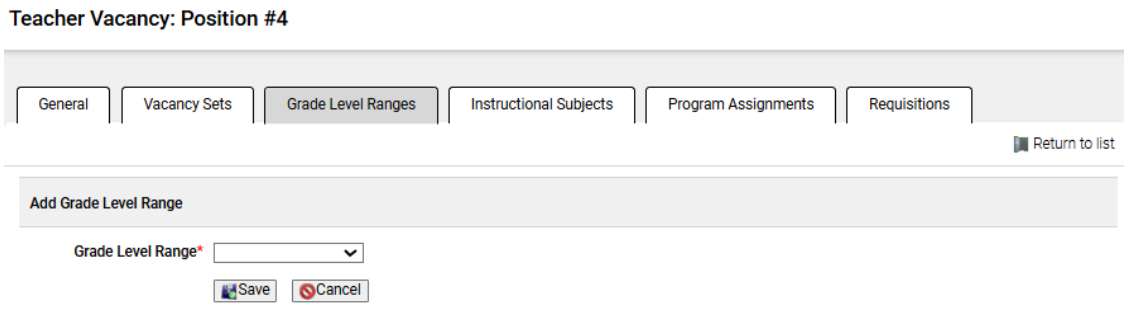


Figure 9. Grade Level Ranges — add.

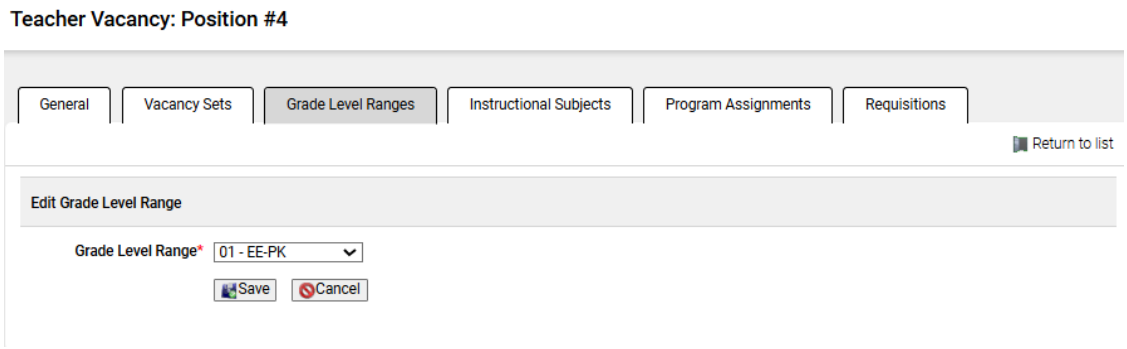


Figure 10. Grade Level Ranges — edit.

Single field, Grade Level Range (required, coded dropdown — e.g. 01 - EE-PK, 02 - Elementary). Add multiple rows for a position spanning several grade bands.

Instructional Subjects Tab

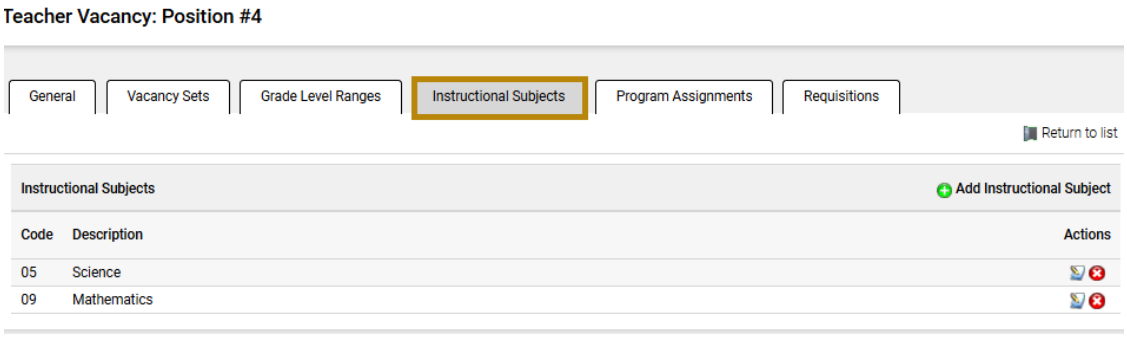


Figure 11. Instructional Subjects — list.

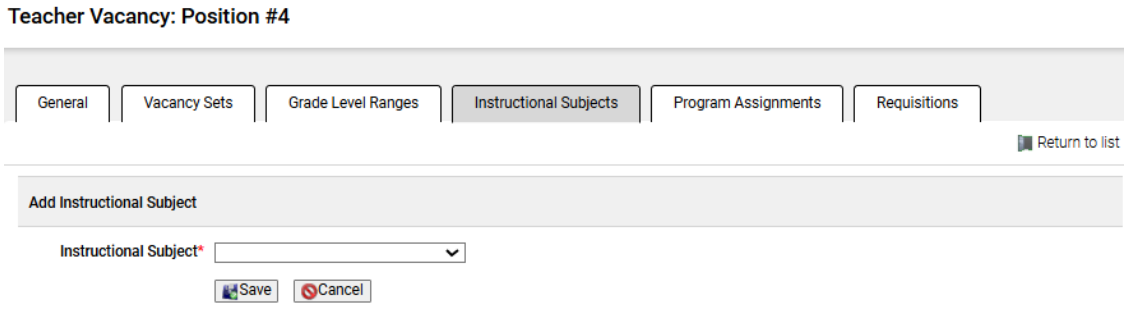


Figure 12. Instructional Subjects — add.

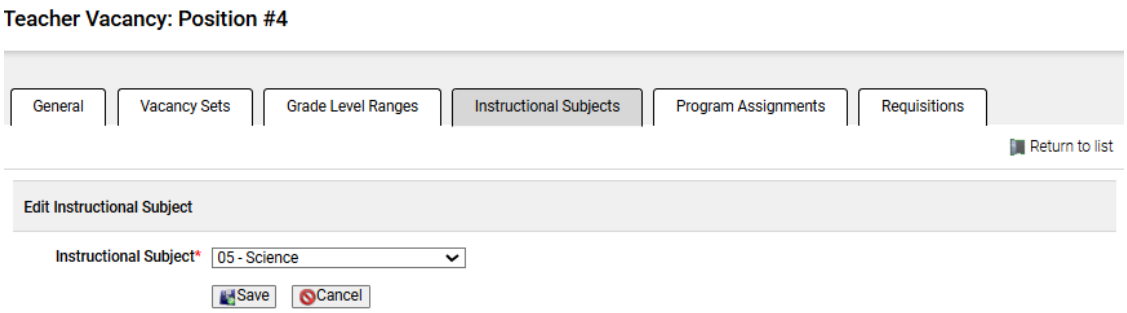


Figure 13. Instructional Subjects — edit.

Single field, Instructional Subject (required, coded dropdown — e.g. 05 - Science, 09 - Mathematics). Add multiple rows for a position covering several subjects.

Program Assignments Tab

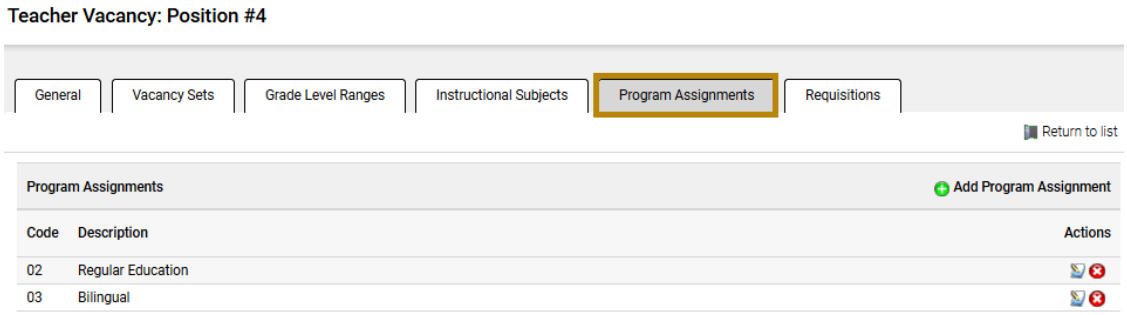


Figure 14. Program Assignments — list.

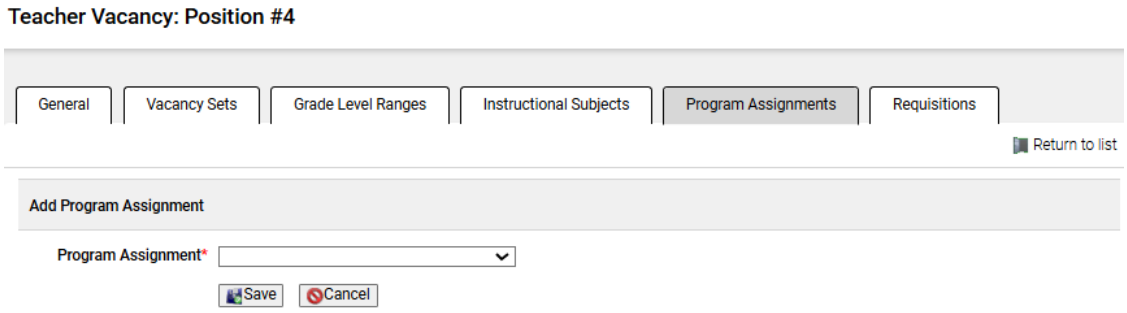


Figure 15. Program Assignments — add.

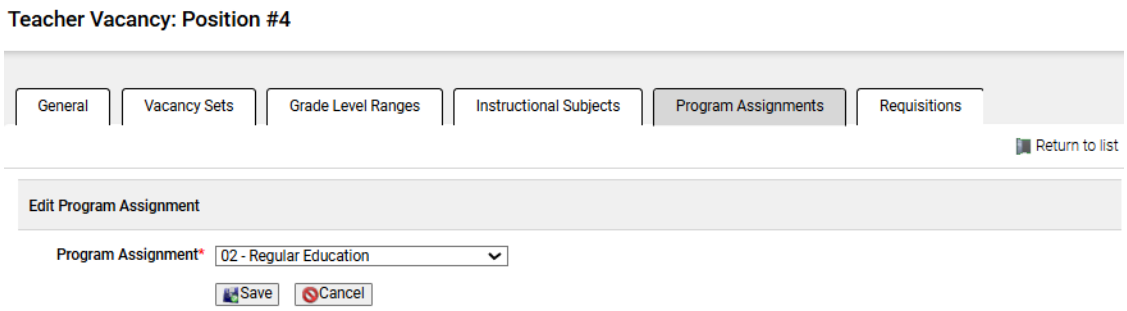


Figure 16. Program Assignments — edit.

Single field, Program Assignment (required, coded dropdown — e.g. 02 - Regular Education, 03 - Bilingual). Add multiple rows where a position serves more than one program.

Requisitions Tab

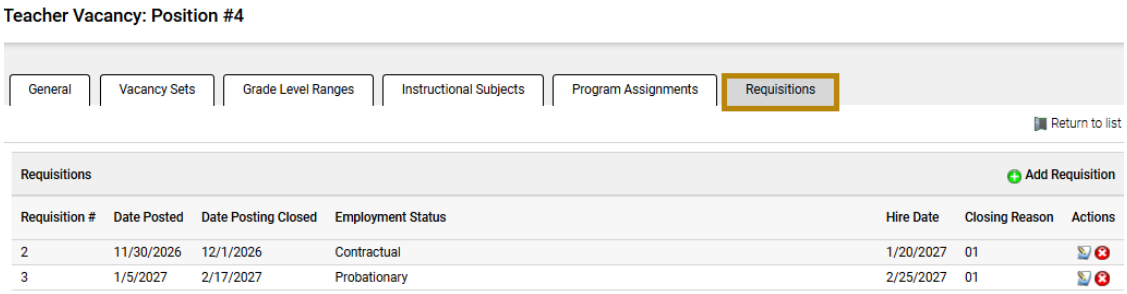


Figure 17. Requisitions — list.

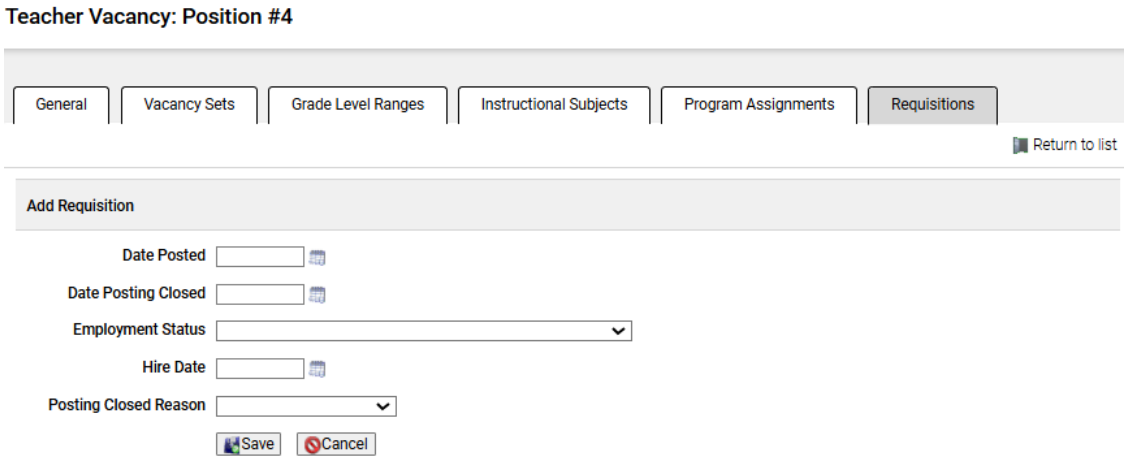


Figure 18. Requisitions — add.

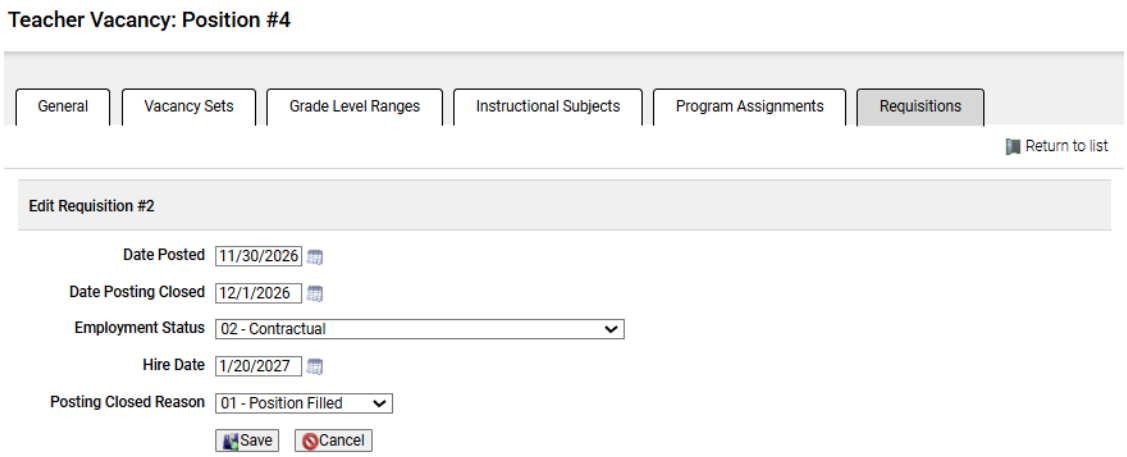


Figure 19. Requisitions — edit.

Field	Notes
Requisition #	System-assigned, sequential — there is no user-entered Requisition Number field
Date Posted	Date
Date Posting Closed	Date — leaving this blank keeps the requisition in active reporting
Employment Status	Coded dropdown (e.g. 02 - Contractual)
Hire Date	Date
Posting Closed Reason	Coded dropdown (e.g. 01 - Position Filled)

A position can carry multiple requisitions (one-to-many): the position represents the ongoing vacancy, each requisition a specific hiring/posting event, so a new requisition is created each time the position is re-posted — including across school years.

4. Field → Ed-Fi Entity Mapping

Vacancy Record	
Field	**EDFI Entity**
Position Number	OpenStaffPositionExt
Requisition Number	RequisitionExt
School	Existing lookup
Grade Level Range	OpenStaffPositionExt
Subject Area	OpenStaffPositionExt
Program Assignment (optional)	OpenStaffPositionExt
Date Position Vacant	OpenStaffPositionExt
Vacancy Reason	OpenStaffPositionExt
Staff Classification- I think this can only be teacher so possibly not needed. Copilot did not add it. I did	OpenStaffPositionExt
Employment Status	RequisitionExt
Date Posted	RequisitionExt
Date Posting Closed	RequisitionExt
Posting Closed Reason	RequisitionExt
Hire Date	RequisitionExt

Figure 20. Vacancy Record field-to-entity mapping.

OpenStaffPositionExt Entity

Data Element	NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
LocalEducationAgency							
PositionNumber		✓		20	String		E3143
StaffClassification		✓			Descriptor	C021	E0721
ProgramAssignment *(may have multiple instances)*		✓			Descriptor	C338	E3045
GradeLevelRange *(may have multiple instances)*		✓			Descriptor	C370	E3144
InstructionalSubject *(may have multiple instances)*		✓			Descriptor	C366	E3145
PositionVacancy *(may have multiple instances)*							
DatePositionVacant		✓		10	Date		E3146
VacancyReason		✓			Descriptor	C367	E3147

Figure 21. OpenStaffPositionExt entity schema.

RequisitionExt Entity

Data Element	NP*	Core	PEIMS Length	Data Type	Descriptor Table	Element ID
OpenStaffPositionExt						
RequisitionNumber		✓	20	String		E3148
EmploymentStatus		✓		Descriptor	C368	E3149
DatePosted		✓	10	Date		E3150
DatePostingClosed		✓	10	Date		E3151
PostingClosedReason		✓		Descriptor	C369	E3152
HireDate		✓	10	Date		E3032

Figure 22. RequisitionExt entity schema.

Two new Ed-Fi extension entities back this feature:

- OpenStaffPositionExt — Position Number, Staff Classification, Program Assignment (optional, multi), Grade Level Range (multi), Instructional Subject (multi), Position Vacancy (Date Position Vacant + Vacancy Reason, multi-instance).
- RequisitionExt — Employment Status, Date Posted, Date Posting Closed, Posting Closed Reason, Hire Date.

Both entities are added to the standard Ed-Fi resource dropdowns (Bulk Send, Bulk Delete, Send, Delete, Find).

5. Screen Behavior — Add, Update, Delete

Every tab past General (Vacancy Sets, Grade Level Ranges, Instructional Subjects, Program Assignments, Requisitions) follows the same pattern: a list view with Add, and a pencil/edit icon plus a red “X” delete icon per row.

- Add: opens a blank form for that tab's field(s); saving returns to the list with the new row included.
- Update: the edit icon opens the existing row's values for editing in place.
- Delete: the red “X” removes a row from its collection.

Delete behavior (position-level): deleting a position itself is conditional — if its related collections (vacancy sets, grade level ranges, instructional subjects, program assignments, requisitions) are empty, the OpenStaffPosition row is hard-deleted; if they are populated, the row is marked disabled (soft delete) instead of removed, and the association data is flagged for deletion in SQL rather than purged immediately.

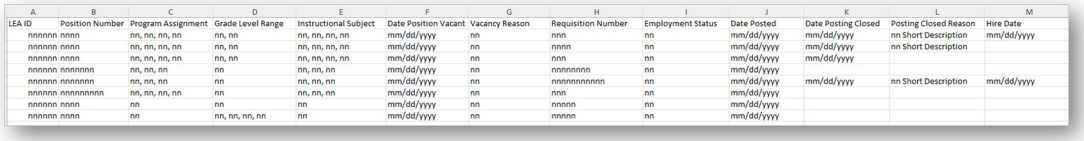
6. Supporting Descriptor Tables

Descriptor	Ticket	Notes
GradeLevelRange	WSDEV-1399	New descriptor table
InstructionalSubject	WSDEV-1395	New descriptor table
VacancyReason	WSDEV-1396	New descriptor table

Descriptor	Ticket	Notes
PostingCloseReason	WSDEV-1398	Implemented as a coded dropdown (e.g. 01 - Position Filled) rather than a separate admin-maintained descriptor table, per product decision

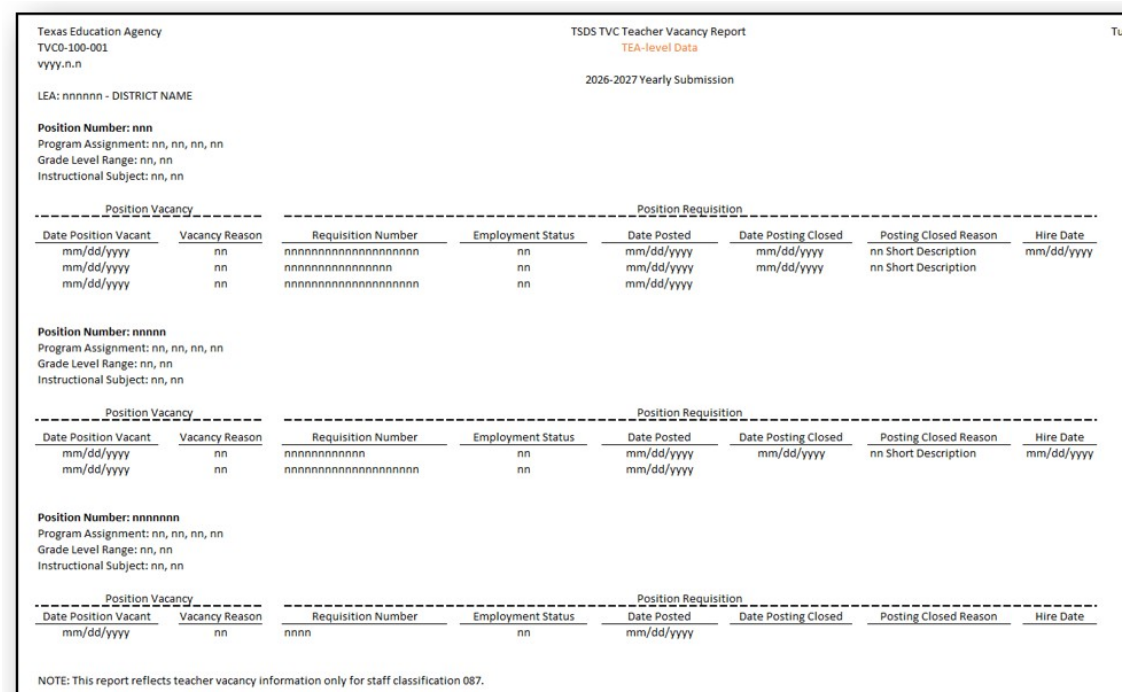
7. Reporting

A Teacher Vacancy Report was added to the Reports menu under the PEIMS category, matching the TEA TSDS TVC report layout. An Excel import template is also available for bulk-loading vacancy/requisition data.



	A	B	C	D	E	F	G	H	I	J	K	L	M
	LEA ID	Position Number	Program Assignment	Grade Level Range	Instructional Subject	Date Position Vacant	Vacancy Reason	Requisition Number	Employment Status	Date Posted	Date Posting Closed	Posting Closed Reason	Hire Date
	nnnnnn	nnnn	nn, nn, nn, nn	nn, nn	nn, nn, nn, nn	mm/dd/yyyy	nn	nnn	nn	mm/dd/yyyy	mm/dd/yyyy	nn Short Description	mm/dd/yyyy
	nnnnnn	nnnn	nn, nn, nn, nn	nn, nn	nn, nn, nn, nn	mm/dd/yyyy	nn	nnnn	nn	mm/dd/yyyy	mm/dd/yyyy	nn Short Description	
	nnnnnn	nnnn	nn, nn, nn, nn	nn, nn	nn, nn, nn, nn	mm/dd/yyyy	nn	nnn	nn	mm/dd/yyyy	mm/dd/yyyy		
	nnnnnn	nnnnnnn	nn, nn, nn	nn	nn, nn, nn	mm/dd/yyyy	nn	nnnnnnnn	nn	mm/dd/yyyy			
	nnnnnn	nnnnnnn	nn, nn, nn	nn	nn, nn, nn	mm/dd/yyyy	nn	nnnnnnnnnn	nn	mm/dd/yyyy	mm/dd/yyyy	nn Short Description	mm/dd/yyyy
	nnnnnn	nnnnnnnnn	nn, nn, nn, nn	nn	nn, nn, nn	mm/dd/yyyy	nn	nnn	nn	mm/dd/yyyy			
	nnnnnn	nnnn	nn	nn	nn	mm/dd/yyyy	nn	nnnnn	nn	mm/dd/yyyy			
	nnnnnn	nnnn	nn	nn, nn, nn, nn	nn	mm/dd/yyyy	nn	nnnnn	nn	mm/dd/yyyy			

Figure 23. Bulk import template.



Texas Education Agency
TVC0-100-001
vyyy.n.n

TSDS TVC Teacher Vacancy Report
TEA-level Data

2026-2027 Yearly Submission

LEA: nnnnnn - DISTRICT NAME

Position Number: nnn
Program Assignment: nn, nn, nn, nn
Grade Level Range: nn, nn
Instructional Subject: nn, nn

Position Vacancy		Position Requisition					
Date Position Vacant	Vacancy Reason	Requisition Number	Employment Status	Date Posted	Date Posting Closed	Posting Closed Reason	Hire Date
mm/dd/yyyy	nn	nnnnnnnnnnnnnnnnnn	nn	mm/dd/yyyy	mm/dd/yyyy	nn Short Description	mm/dd/yyyy
mm/dd/yyyy	nn	nnnnnnnnnnnnnnn	nn	mm/dd/yyyy	mm/dd/yyyy	nn Short Description	
mm/dd/yyyy	nn	nnnnnnnnnnnnnnnnnn	nn	mm/dd/yyyy			

Position Number: nnnnn
Program Assignment: nn, nn, nn, nn
Grade Level Range: nn, nn
Instructional Subject: nn, nn

Position Vacancy		Position Requisition					
Date Position Vacant	Vacancy Reason	Requisition Number	Employment Status	Date Posted	Date Posting Closed	Posting Closed Reason	Hire Date
mm/dd/yyyy	nn	nnnnnnnnnn	nn	mm/dd/yyyy	mm/dd/yyyy	nn Short Description	mm/dd/yyyy
mm/dd/yyyy	nn	nnnnnnnnnnnnnnnnnn	nn	mm/dd/yyyy			

Position Number: nnnnnnn
Program Assignment: nn, nn, nn, nn
Grade Level Range: nn, nn
Instructional Subject: nn, nn

Position Vacancy		Position Requisition					
Date Position Vacant	Vacancy Reason	Requisition Number	Employment Status	Date Posted	Date Posting Closed	Posting Closed Reason	Hire Date
mm/dd/yyyy	nn	nnnn	nn	mm/dd/yyyy			

NOTE: This report reflects teacher vacancy information only for staff classification 087.

Figure 24. TEA TVC report sample layout.

8. Teacher Vacancy Submission

Teacher Vacancy data will be added to the EDFI Submission tab in a future release. This submission will include the LocalEducationAgency, OpenStaffPositionExt, and RequisitionExt entities.