

# District Employment Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

Users responsible for recording when employees begin and end their employment in a district need **District Employment** tool rights.

See the [District Employment](#) article to learn more about this tool.

The screenshot shows the 'District Employment' tool interface. At the top, there is a navigation bar with a user profile icon, the title 'District Employment ☆', the staff member's name 'Aarons, Mitchell', staff number '98765', and a 'Related Tools' dropdown. Below the navigation is a 'Save' button and a 'Delete' button. A 'New' button and a 'Documents' button are also present. The main content area is divided into sections: 'Employment Records' (listing '#100 Plainview Schools (06/22/2013 - )') and 'Employment Information' (containing fields for Start Date, End Date, Teaching Start Year, Teaching Years Modifier, License Number, FTE Percent, Seniority, Education, and another Education dropdown). At the bottom, a table summarizes tool rights for 'District Employment' and 'District Staff'. The table shows checkboxes for 'All', 'Read', 'Write', 'Add', and 'Delete' rights, with most checkboxes checked for both categories.

Tool	All	Read	Write	Add	Delete
District Employment	<input checked="" type="checkbox"/>				
District Staff	<input checked="" type="checkbox"/>				

Census > Staff > District Employment Tool Rights

## Available Tool Rights

R

W

A

D

R	W	A	D
Access and view District Employment information.	Edit existing District Employment information.	Add new District Employment records for staff.	Permanently delete a District Employment record (as long as no District Assignments are tied to it).

## Suggested User Groups

- [Front Office Staff](#)
- [Principals](#)
- [Schedulers](#)
- [Registrars](#)
- [Transportation](#)

See [User Groups and Suggested Roles](#) for more information.

---