

Employee Job Description Acknowledgment Frequently Asked Questions

What is a job description acknowledgment?

To comply with federal and state regulations, the district must maintain accurate job descriptions for all positions paid through federal grants and/or State Compensatory Education funds. The district requires employees in these positions to review and sign their job descriptions every year to ensure that the job descriptions are accurate. A job description must include current duties and responsibilities, a list of all essential duties or program objectives under which the employee works, the date reviewed, and signatures of the employee and the employee's supervisor. The FWISD Compensation Department collaborated with supervisors across the district to verify and update the job descriptions in the Job Description Acknowledgment (JDA) application.

What is State Compensatory Education?

TEC section 29.081 defines compensatory education as programs and/or services designed to supplement the regular education program for 1) Students who meet one or more of the statutory or locally defined criteria for being at risk of dropping out of school or 2) Students who have taken an end-of-course assessment under TEC section 39.023(c) and did not perform satisfactorily on the assessment.

Which federal grants are included in the job description acknowledgment process?

- Title I, Part A
- Title II, Part A
- Title III, Part A
- Title IV
- IDEA B
- Current or future federal grants awarded to the district

Why do I have to do this?

Your position is paid through federal grant and/or State Compensatory Education funds. Because these funds are supplemental, the district requires you to review and sign your job description.

What do I need to complete?

When you get an email from **Fort Worth ISD Job Acknowledgment** titled **JD Acknowledgment - Required** please go to the page, read your job description, and acknowledge it online. You will have an opportunity to print the job description.

When should I complete it?

You have 10 days to complete the acknowledgment. The due date is provided in the

email you receive and is displayed when you log in to the Job Description Acknowledgment application.

What if I disagree with my job description?

You can acknowledge with questions and submit. You will need to complete the comments section to document your concerns. Next, you will need to discuss your concerns with your supervisor. Some duties may be covered under *other duties as assigned*, and some cannot. Your supervisor must discuss the concerns with the Compensation Department before any changes are addressed.

I am a supervisor, and a member of my staff has concerns about the job description. What are my next steps?

Please dedicate time to address the concerns, review the job description, and ensure that the duties being discussed are not on the job description. If you agree that the position held by your employee does not match the job description provided, please proceed as follows:

- Acknowledge with questions.
- Submit your questions and/or comments.
- Communicate with the Compensation Department and establish a timeline to address the items identified with your staff.

Do I have to do this every year?

Yes. This is required by the Texas Education Code.

What if I change positions?

If the new position is paid through federal grant or SCE funds, the district will notify you when the new job description is ready for your acknowledgment and signature.

If you have further questions, please email: grants@fwisd.org or call the Grants department at: 42294.