

Job Description Acknowledgement (JDA) User Guide – Employee



Step 1: Login

Access the Job Description Acknowledgement application (<https://appweb.fwisd.org/joback>). Enter User Name and Password and then click the *Submit* button. *Note: Be sure to use your District Credentials.*

Job Acknowledgement

Login

☐ Remember Me

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Figure 1: Job Description Acknowledgement Login Page



Step 2: Acknowledge Job Description

1. In the JDA screen (figure 2), review the job description that is displayed.
2. Select one of the acknowledgement options and then click the *Acknowledge* button. An email of your acknowledgement will be sent to you and your Supervisor. If you elect to acknowledge with questions, you will be prompted to enter in your question in an *Additional Comments* field. Your question will be forwarded to your Supervisor.

Name: Smith, Tandí (440: BUSINESS INTELLIGENC)

Acknowledgement Status: Pending

Campus/Department: 500 · BUSINESS AND FINANCIAL SERVICE

Acknowledgement Due Date: 1/31/2020

Job Title: Assistant Director – Student Engagement & School Completion

Reports to: Director – Student Engagement & School Completion (SESC)

FLSA Status: Exempt **Pay Grade:** 904

Position Purpose

Promotes the mission and goal of the Department of SESC by engaging all stakeholders in implementing initiatives to ensure students graduate from high school fully prepared for a career and/or post-secondary education. Provides leadership in the development, implementation, and evaluation of District programs and services that address issues of school completion (dropout prevention, intervention, and recovery), equity, community empowerment, and student leadership development. Addresses initiatives that prevent, intervene, and provide wraparound services using a restorative approach. Serves as a liaison to Truancy Court, Fort Worth Police Department (FWPD), Juvenile Probation, District Attorney's office, and other youth-serving agencies. Responds to calls from area schools and consults with students, parents, and administrators concerning truancy laws and policies. Supports the supervision, evaluation, and trainings of program staff.

ESSENTIAL JOB FUNCTIONS

☐ I acknowledge that I have reviewed this job description and that I understand my job duties and responsibilities.

☐ I acknowledge that I have reviewed this job description. I have questions regarding my job duties and responsibilities.

[Download Job Description](#) [Acknowledge](#)

Figure 2: Job Description Acknowledgement Screen -- Employee



Step 3: Download Job Description (Optional)

1. In the Job Description Acknowledgement screen (Figure 2), click the *Download Job Description* button. A copy of the job description will be downloaded as a pdf.

Job Description Acknowledgement (JDA) User Guide – Supervisor

Note: You will receive an email notification once employees that you supervise, acknowledge their job description.



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Job Acknowledgement

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Figure 1: Job Description Acknowledgement Login Page



Step 2: Acknowledge the Job Descriptions of your Employees

1. In the JDA screen (figure 3), click *Employee Summary*. A list of your employees will be displayed (figure 4). Please note, only SCE and Grant funded employees will be listed.
2. Click any of the listed Employee IDs to acknowledge that job description. The employee's job description will then be displayed.
3. Select one of the acknowledgement options and then click the *Acknowledge* button. If you elect to acknowledge with questions, you will be prompted to enter in your question in an *Additional Comments* field. Your question will be forwarded to the Compensation department. **Note:** You will not be able to acknowledge a job description if it hasn't yet been acknowledged by the employee.

If you are a Grant or SCE funded employee, you can acknowledge your job description by clicking on your own employee ID in the *Employee Summary* page. Alternately, you can acknowledge your job description on the Job Acknowledgement page.

Job acknowledgment received on 1/22/2020

Name: Smith, Tandi (440: BUSINESS INTELLIGENC)

Acknowledgement Status: Acknowledged

Campus/Department: 500 - BUSINESS AND FINANCIAL SERVICE

Acknowledgement Due Date: 2/7/2020

Job Title: Assistant Director – Student Engagement & School Completion

Reports to: Director – Student Engagement & School Completion (SESC)

FLSA Status: Exempt **Pay Grade:** 904

Position Purpose

Promotes the mission and goal of the Department of SESC by engaging all stakeholders in implementing initiatives to ensure students graduate from high school fully prepared for a career and/or post-secondary education. Provides leadership in the development, implementation, and evaluation of District programs and services that address issues of school completion (dropout prevention, intervention, and recovery), equity, community empowerment, and student leadership development. Addresses initiatives that prevent, intervene, and provide wraparound services using a restorative approach. Serves as a liaison to Truancy Court, Fort Worth Police Department (FWPD), Juvenile Probation, District Attorney's office, and other youth-serving agencies. Responds to calls from area schools and consults with students, parents, and administrators concerning truancy laws and policies. Supports the supervision, evaluation, and trainings of program staff.

Figure 3: Job Acknowledgement Screen – Supervisor View

Name: Smith, Tandi

Campus/Department: 500-BUSINESS AND FINANCIAL SERVICE

Show 10 entries

Search:

Employee ID	Employee Name	Position Description	Employee Acknowledged	Acknowledged Date	Supervisor Acknowledged	Acknowledged Date	Acknowledge Due Date
	OLAYO, PRESCILIANA	SPECIALIST III	No		No		2/7/2020
	WILLIAMS, EVA	SPECIALIST V	No		No		2/7/2020
	SMITH, TANDI	IT BUSINESS INTELLIGENCE ADM	Yes	1/22/2020	No		2/7/2020

Showing 1 to 3 of 3 entries

Previous 1 Next

Download Job Description

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Figure 4: Employee Summary



Step 3: Download Job Description (Optional)

1. In the Employee Summary screen (Figure 4), select the job description that you want to download and then click the *Download Job Description* button. The selected job description(s) will be downloaded as a pdf.

Resources

- Contact the Grants Department on x42280 for any questions that you have may regarding acknowledging your Job Description.

