

Memorandum

DATE: March 8, 2024
TO: Supervisors of Employees in Positions Funded by Special Revenues
FROM: Jeimie Rodriguez, Director of Grant Management
Re: Job Description Acknowledgement

Thousands of Fort Worth ISD positions are funded by special revenues, and the District is required by law to ensure that employees in special revenue-funded positions understand their job descriptions. Special revenues include state and federal grant funds such as ESSER, IDEA-B, and Title I, as well as State Compensatory Education funds. Employees in special revenue-funded positions are required to acknowledge their job descriptions annually.

To meet this requirement, the District will launch an online tool on Monday, March 18. The tool will contact each employee via email with a link to their job description. Employees have two weeks to review and acknowledge their job descriptions online. Their deadline is April 1. After employees acknowledge their job descriptions, supervisors are required to acknowledge the job descriptions.

If you have questions or concerns, please call the Grants Department at 817-814-2281. Instructions and FAQs are posted on the Grants and Development Department [website](#).

We appreciate your support as we work to maintain compliance.

APPROVED

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Mirgitt Crespo

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Mirgitt Crespo, Senior Officer Grants and Development

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Carmen Arrieta-Candelaria

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