

Job Description Acknowledgment
2025-2026

GRANTS DEVELOPMENT
7060 CAMP BOWIE BLVD
FORT WORTH, TX 76116
817.814.2280
www.fwisd.org/grants

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Instructions

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

To comply with federal and state regulations, the District will launch the online Job Description Acknowledgement tool on **February 13, 2026**. The system will email each employee a direct link to their job description. Employees have one week to review and acknowledge their job descriptions, with a deadline of **February 20, 2026**.

Once employees complete their acknowledgements, supervisors must review and certify and certify them by **February 27, 2026**.

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.

Below are steps to follow for employees whose positions are funded by special revenues then the steps for supervisors for these employees will follow:



Step 1. Login – Employee & Supervisor (See note)

Upon receiving the email notification to acknowledge, either use the link in the email or control-click <https://appweb.fwisd.org/joback>.

- Log in with your Fort Worth ISD email address and password.
- *Supervisor Note:* You will receive an email notification once the employees you supervise acknowledge their job descriptions.

Job Acknowledgement

Login

UserName

Password

☐ Remember Me

Submit

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7060 Camp Bowie Blvd. | Fort Worth, TX 76116 | Phone: 817-814-2281 | Email: Grants@fwisd.org (Technical assistance ONLY)



Step 2. Acknowledge Job Description – Employee

In the Job Acknowledgment screen, review the job description that is displayed.

Job Acknowledgement

tandi.smith@fwisd.org

Name: Smith, Tandi (440: BUSINESS INTELLIGENCE)

Acknowledgement Status: Pending

Campus/Department: 500 - BUSINESS AND FINANCIAL SERVICE

Acknowledgement Due Date: 1/31/2020

Employee
View

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

Select one of the acknowledgment options and then click the Acknowledge button.

- An email with your acknowledgment will be sent to you and your supervisor.
- If you elect to acknowledge questions, you will be prompted to enter your question in an Additional Comments field. Your question will be forwarded to your supervisor.



Step 3. Download Job Description (Optional) – Employee & Supervisor

In the Job Description Acknowledgement screen, click the Download Job Description button. A copy of the job description will be downloaded as a PDF.



Step 4. Acknowledge Employees' Job Descriptions – Supervisor

In the Job Acknowledgement screen, click Employee Summary.

- If you are a Grant or SCE-funded employee, you can acknowledge your job description by clicking on your employee ID on the Employee Summary page. You can also acknowledge your job description on the Job Acknowledgement page.

Job Acknowledgement

Employee Summary

tandi.smith@fwisd.org

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

Supervisor View

JC-960F

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Job Title:

Assistant Director – Student Engagement & School Completion

Reports to:

Director – Student Engagement & School Completion (SESC)

FLSA Status:

Exempt

Pay Grade:

904

Position Purpose

A list of your employees will be displayed. Click any of the listed Employee IDs to acknowledge that job description. The employee's job description will then be displayed.

- Only SCE and grant-funded employees will be listed.
- Supervisor is only able to acknowledge if the employee has acknowledged it.

Job Acknowledgement

Employee Summary

tandi.smith@fwisd.org

Name: Smith, Tandi
 Campus/Department: 500-BUSINESS AND FINANCIAL SERVICE

Show entries Search:

Employee ID	Employee Name	Position Description	Employee Acknowledged	Acknowledged Date	Supervisor Acknowledged	Acknowledged Date	Acknowledge Due Date
108397	OLAYO, PRESCILIANA	SPECIALIST III	No		No		2/7/2020
121643	WILLIAMS, EVA	SPECIALIST V	No		No		2/7/2020
137089	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

Select one of the acknowledgment options and then click the Acknowledge button.

- If you elect to acknowledge questions, you will be prompted to enter your question in an Additional Comments field. Your question will be forwarded to the Compensation Department.

Frequently Asked Questions

What is 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 (SCE) 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.

Who needs to complete the Job Acknowledgement Request?

Grant and SCE funded employees are required to complete the Job Description Acknowledgment request.

Which federal grants are included in the job description acknowledgment?

- Title I, Part A
- Title 1, Part D
- Title II, Part A
- Title III, Part A
- Title IV
- IDEA B
- Current or future federal grants awarded to the district

Do I have to do this? Why?

An integral component of an adequate financial management system is the development and maintenance of records documenting the duties and responsibilities of personnel and employees' acknowledgement of their understanding of their duties and responsibilities. It is a grant and SCE requirement for employees to acknowledge their job descriptions.

What do I need to complete?

When you get an email from Fort Worth ISD Job Description Acknowledgement—Required, please go to the page, read your job description, and acknowledge it online. You will then have an opportunity to download and, or 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 staff member 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 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? How often?

Yes. It is a Texas Education Code requirement. The Job Description Acknowledgment application is launched once a school year.

What if I change positions?

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

If my position is funded by a grant, does that mean my job is at risk?

No. Hundreds of Fort Worth ISD positions are funded by grants and State Compensatory Education (SCE) funds.

What if I did not know that my position was grant-funded?

Complete your acknowledgment and contact your supervisor for verification.

What is State Compensatory Education (SCE)?

Texas Education Code (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.

If you have additional questions or need technical assistance, please contact the Grants and Development Department, Grant Specialists, Quiniesha.marshall@fwisd.org and Edward.patterson@fwisd.org or Director of Grant Management, Sharhonda.boyd@fwisd.org.

Troubleshooting

Scenario 1: I can't access the tool, or the link is not working

Please know that the tool only works if the employee uses the FWISD Wi-Fi. Guest or other Wi-Fi does not allow the link to work. The employee must use their District login information to sign in.

Scenario 2: How am I funded?

Munis records will provide this information. Your supervisor, the compensation department, or the Grants department will have access to review this information and provide assistance.

Scenario 3: I am not a grant-funded employee. Why do I have to acknowledge?

State Compensatory Education (SCE) employees also have to acknowledge, this is a TEA requirement. SCE funds are fund 199, PICs 24, 26, 28, 29, 30.

Scenario 4: What is the link to acknowledge?

Job Description Acknowledgment Application Login (@fwisd.org) --
<https://appweb.fwisd.org/joback>

Scenario 5: Where can I find instructions?

Instructions are on our [website](#) at Job Description Acknowledgment Instructions 2024-2025.

Scenario 6: I already completed Grant Certification. Do I have to do it again?

Yes, this is for you to have a copy of your job description and acknowledge receipt and understanding of your job description.

Troubleshooting TIPS:

- Use a district computer on a district network (FWISD Wi-Fi, not FWISD-GUEST or FWISDMDN Wi-Fi).
- Restart your computer.
- Close your browser and start a new session.
- Use the same login and password you used to restart your computer.
- If you receive an error message, email a screenshot so we can escalate the problem.

If you have additional questions or need technical assistance, please contact the Grants and Development Department, Grant Specialists, Quiniesha.marshall@fwisd.org and Edward.patterson@fwisd.org or Director of Grant Management, Sharhonda.boyd@fwisd.org.