

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/

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

What if I