

# Job Description Acknowledgement (JDA) User Guide - Employee



## Step 1: Login

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

Job Acknowledgement

### Login



UserName



Password

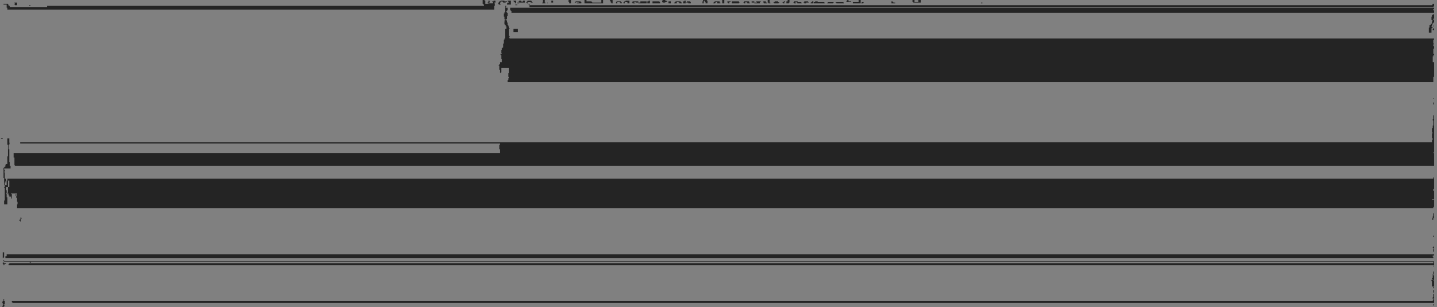
Remember Me

 Submit

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100 N University Dr. | Fort Worth, TX 76107 | Phone: 817-871-2000 | Email: [appdev@fwsd.org](mailto:appdev@fwsd.org) (Technical assistance ONLY)

Figure 1: Job Description Acknowledgement - Login



Name: Smith, Tandi (440: BUSINESS INTELLIGENC)  
Campus/Department: 500 · BUSINESS AND FINANCIAL SERVICE

Acknowledgement Status: Pending  
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

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

I certify that I have read and understand this job description, that I am aware of my job duties and responsibilities.

# Job Description Acknowledgement (JDA) User Guide – Supervisor

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

## Step 1: Login

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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





### **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.

