



Job Title: Family Applications Manager, Child Nutrition

Department: Child Nutrition
Reports To: Child Nutrition Director
Grade: BG-05
Number of Days: 12 Months
Security Access: Child Nutrition Ross
Overtime Status: Exempt
Last Revised Date: July 1, 2017

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Direct the family application program for the department. Provide support for the Summer Feeding program. Supervises clerical staff. Manage labor budget of \$50,000 for clerical staff.

Minimum Qualifications:

- Bachelor degree preferred.
- High school diploma or equivalent required.

- Experience with application software.
- Previous experience with child nutrition and management preferred.
- Competencies in finance, professional leadership, and personnel or business management.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develop a yearly plan for District to comply with local, state, and federal guidelines for reimbursement to Child Nutrition Program.
- Develop a plan to increase the outreach, efficiency, and numbers of applications for free and reduced price meals, and thus increase the reimbursement income and state and federal monies for schools.
- Reimbursement to the District from the Low Income Report contributed up to \$20,000,000.00 from the State and \$1,544,560.00 for E-RATE technology.
- Manage budgets for Child Nutrition Clerks. Coordinate Headstart through twelfth grade and alternative sites for free and reduced price meal applications process.
- Maintain approval of family applications in such a manner as to guarantee non-discrimination and confidentiality.
- Establish and maintain rapport with all District personnel, community services, and families in promoting a pleasant, safe and orderly environment.
- Recruit, train, and manage personnel to approve family applications.
- Coordinate disbursing information involving economically disadvantage students.
- Maintain computer files related to all Family Applications processes.
- Assist in process and programs aimed at qualifying additional sites for Title 1 funding, for receiving Grants, and E-Rate for the School District and Tulsa County Libraries.
- Process and disseminate direct certification information to families.
- Coordinate the free and reduced price meal application process with Head Start.
- Administrative duties for Summer Food Program.
- Provides assistance to designated personnel in executing the free and reduced price application process.
- Coordinates applications in a timely and effective manner to ensure all eligible students are approved and notified of the results.
- Develop forms necessary to comply with mandated local, state, and federal requirements to receive funding/reimbursement of Child Nutrition Program.
- Provide information to Title 1, ISS, PITC, state and federal programs as requested.
- Maintain family approval forms, by site, ready for internal, state and federal audit.
- Maintain a current accounting of approved students by category, number, race, and school for monthly report.
- Provide an accounting of Verification, as mandated by state and federal entities, for 3% of family applications, by site.
- Attend professional meetings to remain current on requirements to be met in order to receive state and federal reimbursements.
- Inform public of the availability of the free and reduced price meal program.
- Prepares board agendas for temporary clerks and summer program personnel.
- Develop all printed materials for Summer Feeding Program.

- Provides training at professional development.
- Complete other duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of Windows and computer network applications.
- Excellent written and verbal communication skills.

Supervisory Responsibility:

- Family Application Clerks

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office, commuting to meeting and school sites required.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.