



**Job Title:** Child Nutrition Operations Support Manager

**Department:** Child Nutrition  
**Reports To:** Child Nutrition Director  
**Grade:** BG-05  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Last Revised Date:** April 9, 2019

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**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:** Responsible for support to operations staff which include school staff and child nutrition staff in regard to family application and computer processes.

**Minimum Qualifications:**

- High school diploma or equivalent, experience with various software applications and computers
- Previous experience with Child Nutrition and management preferred

**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.

- Supervise and train staff that provides support to school personnel and child nutrition on family application process, computer operations and software programs
- Lead projects in the area of software development
- Develop reports using computer software programs
- Complete state required reports such as low income report and verification report
- Oversee the process of family application approval
- Process direct certification status for students
- Maintain Child Nutrition student data system and communicate student data information to district accountability program
- Develop and obtain approval for annual family application
- Develop marketing plan to maximize economic disadvantaged status for the district
- Work with district departments to provide economic disadvantaged information and interpret as needed
- Complete annual press release regarding family applications process and program
- Oversee communication of information to families regarding family application status
- Maintain all records as required related to family application for students
- Attend professional meetings and Webex to maintain knowledge in needed areas
- Provides training in areas of expertise at professional development
- Make recommendations for all software and hardware purchases
- Serve as liaison for department with software vendors
- Oversee end-of-year and start-up data and systems procedures
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

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

- Knowledge of Windows, website configurations, exchange server and computer network applications
- Knowledge of PC replication and POS terminals and their interrelationship functions
- Excellent written and verbal communication skills

**Supervisory Responsibilities:**

- Family applications clerk
- Help desk technician

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours; commuting to meetings and school sites required
- Normal effort of occasional periods of light physical activity

*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.*