



**Job Title:** Family Applications Manager, CN

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

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**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.

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