

Carolyn Spaht, Chief of Staff

**SUBJECT: JOB DESCRIPTIONS UPDATE FOR MEP AND/OR
PROFESSIONAL AND TECHNICAL POSITIONS**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

**LINK TO DISTRICT
STRATEGIC PLAN: CREATE AND UPDATE JOB DESCRIPTIONS**

As explained in a memorandum sent to the Board on March 2, 2005, and as specified at the School Board meeting of August 17, 2005, Agenda Item D-23, "some job descriptions have not been updated in over 20 years and many do not comport with state requirements, technical skill requirements to reflect current job market, and/or organizational needs pursuant to the 2005-2008 Strategic Plan. Therefore, job description updates will be presented to the Board, for approval, on a monthly basis." In addition, activities of assessing existing job descriptions, aligning core functions and tasks with job descriptions, and modifying/creating job descriptions as needed, are explicitly outlined in the 2005-08 District Strategic Plan.

Moreover, to comply with the MEP Manual and DCSAA Contract, "job descriptions shall be maintained on a current basis."

Authorization of the Board is requested to prescribe minimum qualifications for positions pursuant to Florida Statutes 1001.42 and 1012.22. Attached are copies of the job descriptions identifying additions, deletions of the minimum qualifications and change of title.

There is no cost to the District for this item.

RECOMMENDED: That effective April 18, 2007, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve changes to minimum qualifications for the following DCSAA positions:
 - a. Director, Food and Nutrition Operations, DCSAA pay grade 46, Food and Nutrition
 - b. Director, Staff Development/Nutrition Education, DCSAA pay grade 45, Food and Nutrition
 - c. Food Service Budget Analyst, DCSAA pay grade 43, Food and Nutrition

D-24

2. Approve changes to minimum qualifications and title change for the following MEP and/or DCSAA positions:
 - a. Director, Assessment, Research and Data Analysis, MEP pay grade 21, Assessment, Research and Data Analysis
 - b. Director I, Food Service Facilities and Equipment, DCSAA pay grade 45, Food and Nutrition

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

1. JOB TITLE:	Director, Food and Nutrition Operations
2. DEPARTMENT:	Division of Food and Nutrition
3. IMMEDIATE SUPERVISOR:	Administrative Director, Food and Nutrition
4. PAY GRADE:	46
5. JOB CODE:	0530
6. BARGAINING UNITS:	8
7. POSITION AUTHORIZED:	Unknown
8. DATE OF LAST REVISION:	Board Item H-4, June 16, 2004
9. MINIMUM QUAL. CHANGE:	Board Item D-24, April 18, 2007

OCCUPATIONAL SUMMARY

Provides leadership, direction and supervision for the districtwide school food service programs and ensures compliance with federal, state, and local regulations. Assists in day-to-day operations of the department.

EXAMPLE OF DUTIES

1. Directs the development and implementation of procedures and systems to assure districtwide school level compliance with local, state and federal regulations. Supervises staff responsible for the administration of procedures for the National School Breakfast and Lunch Programs, Summer Feeding Programs, Community After School Reimbursable Snack Programs and other special programs.
2. Directs and supervises the activities of the Region Food Service Coordinators and Quality Assurance Managers. Assumes responsibility for the department when required.
3. Supervises the development of various systems, on-going reviews of districtwide food service programs, on-site technical assistance and training for food service employees.
4. Supervises the development and implementation of systems for school level containment of food, non-food and labor costs within budgetary appropriations.
5. Supervises the development of the agreement between the Department of Education and the School Board, policies and procedures for the determination of student eligibility for free and reduced price meals, the base/satellite school relationships, civil rights compliance procedures, and the Offer vs. Serve provision in schools.

6. Reviews statistical data reports in the areas of labor, food costs, payroll distribution, sales inventory, etc., and directs staff regarding needed follow-up.
7. Participates in the final interview process and provides orientation for new Regional Food Service Coordinators and Quality Assurance Managers.
8. Collaborates with the Administrative Director with audit responses for internal, state, and federal audits conducted on a routine basis within the department.
9. Assists in the preparation of the annual departmental budget.
10. Supervises the activities of the Family Meal Application Scanning Center. Develops, maintains and supervises the policies and procedures for processing of districtwide meal application approvals.
11. Position requires school visitations as well as attendance at District and regional meetings.
12. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATIONS REQUIREMENTS

1. ~~Bachelor's Master's degree with specialization in administrative dietetics, food and nutrition, food service management, public health management, hospitality, hotel and restaurant management instructional management or related field. Master's degree preferred.~~
2. ~~Five (5) Six (6) years of progressively responsible ility in school food service management and administrative experience; or a certified registered dietician and four (4) years of progressive responsibility in school food service management and administrative experience and or completion of an approved internship or pre-planned experience as approved by the American Dietetic Association.~~
3. Valid Florida driver's license. ~~Position requires school visitations, as well as attendance at District and regional meetings.~~
4. Demonstrated ability to communicate effectively in both oral and written form.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1.	JOB TITLE:	Director, Staff Development/Nutrition Education
2.	DEPARTMENT:	Food and Nutrition
3.	IMMEDIATE SUPERVISOR:	Administrative Director, Food and Nutrition
4.	PAY GRADE:	45
5.	JOB CODE:	0502
6.	BARGAINING UNIT:	8
7.	POSITION AUTHORIZED:	Board Item H-4, June 16, 2004
8.	DATE OF LAST REVISION:	N/A (has not been taken to Board since authorized)
9.	MINIMUM QUAL. CHANGE:	Board Item D-24, April 18, 2007

OCCUPATIONAL SUMMARY

Provides direction and support for nutrition education throughout the District. Develops and implements policy for nutrition education programs. Responsible for training and staff development programs, marketing programs, and management of grant programs for the Department of Food and Nutrition.

EXAMPLE OF DUTIES

1. Establishes an annual plan for nutrition education, training, and staff development consistent with the District's mission.
2. Develops the department's food service marketing plan for nutrition education and promotional programs for school sites and staff.
3. Interprets and applies research to evaluate nutrition curriculum. Collaborates with and assists appropriate personnel in comprehensive health programs in the development of nutrition related teaching materials. Coordinates the delivery of nutrition education throughout the District.
4. Attends meetings throughout the District on behalf of the Food and Nutrition Department. Meets with school officials districtwide.
5. Provides direction in planning menus and meals to ensure nutritional integrity. Ensures the District is in compliance with federal and state regulations.
6. Facilitates the selection of employees for food service training programs.
7. Directs the training program for food service personnel for career advancement.

8. Supervises dietetic interns from partnering universities and the Florida Department of Health.
9. Monitors the uniform allowance program for food service employees.
10. Monitors the grant application process in order to support the department's programs and initiatives. Directs and manages awarded grants and programs for compliance with regulations and requirements.
11. Position requires school visitations as well as attendance at District and regional meetings.
12. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in dietetics, food and nutrition, food service systems management, public health management, hospitality, hotel and restaurant management nutrition and/or institutional management or related field. Master's degree preferred.
2. Three (3) Five (5) years of progressive responsibility in school food service management and administrative experience; or a certified Registered Dietician and three (3) years of progressive responsibility in school food service management and administrative experience professional and administrative dietetics and food service management or the completion of an approved internship or pre-planned work experience as approved by the Commission on Dietetic Registration of the American Dietetic Association. Registered Dietitian or eligible for registration.
3. Demonstrated ability to communicate effectively both in oral and written forms.
4. ~~Computer literacy required with experience in large mainframe applications.~~
5. ~~Position requires regular school visitations, as well as attendance at District and region meetings.~~
6. ~~Florida Department of Education Teacher Certification in School Food Service, or Vocational Certification in foods, nutrition or family and consumer sciences; or the willingness to complete certification within three (3) years of employment.~~
4. Valid Florida driver's license.

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

- | | | |
|----|------------------------|---|
| 1. | JOB TITLE: | Food Service Budget Analyst |
| 2. | DEPARTMENT: | Food and Nutrition |
| 3. | IMMEDIATE SUPERVISION: | Administrative Director, Food and Nutrition |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | 0522 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item A-2, June 8, 1988 |
| 8. | DATE OF LAST REVISION: | Board Item F-8, August 23, 2000 |
| 9. | MINIMUM QUAL. CHANGE: | Board Item D-24, April 18, 2007 |
-

OCCUPATIONAL SUMMARY

Develops departmental budget. Analyzes and interprets all pertinent budget data in preparation of budget forecasts. Assists in directing and supervising financial planning and reporting activities supporting food and nutrition services in the most efficient and cost-effective manner for the District's multi-cost center food service programs.

EXAMPLE OF DUTIES

1. Develops and monitors the operating budget for the department.
2. Directs the design, implementation and revision of financial systems to minimize cost, maximize efficiency and provide management with budgetary data for decision making functions.
3. Provides the department with trend-analysis information as it relates to the food service program.
4. Oversees the designs of budgetary reporting procedures and the preparation of a detailed procedures manual for budgetary controls.
5. Directs assigned food and nutrition staff in order to ensure that inventory, supply, personnel, and payroll actions are properly funded, accounted for and budgeted and meet departmental and District financial goals.

6. Oversees the federally donated United States Department of Agriculture commodities program.
7. Monitors and reviews the credit-card purchases and oversees the activities of staff responsible for reconciling the credit card statement.
8. Interfaces with the Office of Internal Audits concerning any audit findings, and implementation of new or revised procedures.
9. Position requires school visitations as well as attendance at District and regional meetings.
10. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. This work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Master's~~ Bachelor's degree in business administration, finance, management, or related field and ~~minimum of three (3) years~~ supervisory work experience in the food and nutrition operations section of a large school district, hospitality services or institutional food services management.
2. ~~Minimum of~~ Three (3) years of experience in financial analyses, budgeting, accounting, auditing, or other areas of business management.
3. Proficiency with computer spreadsheet programs (i.e. Excel/Lotus 123).
4. Valid Florida driver's license.
5. Demonstrated ability to communicate effectively in both oral and written forms.

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

- | | |
|----------------------------------|--|
| 1. JOB TITLE: | Director, Quality Enhancement Services
<u>Assessment, Research and Data</u>
<u>Analysis</u> |
| 2. DEPARTMENT: | Assessment, Research and Data
Analysis |
| 3. IMMEDIATE SUPERVISOR: | Administrative Director |
| 4. PAY GRADE: | 21 |
| 5. JOB CODE: | 0868 |
| 6. BARGAINING UNIT: | 6 |
| 7. POSITION AUTHORIZED: | Board Item E-12, June 22, 1994 |
| 8. DATE OF LAST REVISION: | N/A (has not been taken to Board since authorized) |
| 9. MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, April 18, 2007 |
-

OCCUPATIONAL SUMMARY

Provides leadership and direction in the planning, development, coordination, implementation and reporting for strategic initiatives and district, state and national assessment programs.

EXAMPLE OF DUTIES

1. Assists with the direction of the personnel, functions, and activities of Assessment, Research and Data Analysis.
2. Provides District leadership to schools, Regions, and District staff in the interpretation and use of information.
3. Assists in the development of policies, methods, and procedures relative to matters within the scope of the office.
4. Responsible for the development, coordination, processing, and oversight of the office budget.
5. Supports the district's efforts relative to the implementation of Florida's System of School Improvement and Accountability (Rule 6A-1.09981) by assisting in the identification of "critically low performing" schools and interpreting analyses and reports relative to the state indicators and criteria in order to identify areas in need of improvement.

6. Supports the design, planning, and implementation of district, state, and national assessment programs and the analysis, interpretation, and reporting of test results.
7. Supports the development and implementation of district policies and practices for test preparation, test administration and test security standards.
8. Supports the creation and implementation of systems to provide the district, regions, and schools with data/information relative to the district's strategic goals, objectives and strategies, including district initiatives for the establishment, data collection, analysis, and reporting of metrics, scorecards, and dashboards.
9. Reviews/analyzes new legislation and policies to determine impacts to the office/district.
10. Plans, advises, implements, interprets, and supervises all phases of information relative to assigned projects.
11. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in educational measurement, research, evaluation, statistics, education, management, business, computer science, or related field.
- ~~2. Courses in pertinent School Quality Improvement Strategies.~~
2. Three (3) years of progressive responsibility in administrative/supervisory experience related to School Improvement student assessment, educational research/evaluation, or data analysis in an educational setting at the a district-wide and/or school level.
- ~~4. Extensive PC/Networking/Internet based experience preferred.~~
3. Demonstrated ability to communicate effectively in both oral and written form.

DRAFT**MIAMI-DADE COUNTY PUBLIC SCHOOLS****JOB DESCRIPTION****IDENTIFICATION INFORMATION**

- | | |
|----------------------------------|--|
| 1. JOB TITLE: | Director I, Food Service Operations
<u>Facilities and Equipment</u> |
| 2. DEPARTMENT: | Food and Nutrition |
| 3. IMMEDIATE SUPERVISOR: | Administrative Director, Food and Nutrition |
| 4. PAY CODE: | 45 |
| 5. JOB CODE: | 0445 |
| 6. BARGAINING UNIT: | 8 |
| 7. POSITION AUTHORIZED: | Board Item C-4, January 8, 1986 |
| 8. DATE OF LAST REVISION: | Board Item E-2, July 24, 1996 |
| 9. MINIMUM QUAL. & TITLE CHANGE: | Board Item D-24, April 18, 2007 |
-

OCCUPATIONAL SUMMARY

Supervises the annual capital equipment expenditure and oversees the food service equipment inventory throughout the District. Responsible for establishing specifications, requisitions, and the installation of food service equipment in all schools. Supervises staff that oversees the purchase of small equipment items. Works with staff in the planning and design of new and renovated food service facilities. Revises District specifications and design criteria for the food service area in conjunction with facilities planning. Conducts on-site visitations to evaluate facilities in schools to assist the principal and food service staff with upgrades to improve the food service program.

EXAMPLE OF DUTIES

1. Supervises the expenditure for the purchase and installation of food service equipment for Miami-Dade County Public Schools. Prepares bid specifications for the purchase of motorized vehicles that are utilized for the delivery of meals.
2. Evaluates requests submitted by administrators for replacement of existing capital equipment and approves appropriate purchases.
3. Coordinates development of specifications for food service equipment.
4. Supervises the evaluation process for capital equipment considered for use in school site commercial kitchen facilities.
5. Coordinates for the timely delivery, set-up, and installation of equipment.

6. Updates Education Specifications, master specifications and design criteria for new and renovated facilities.
7. Demonstrates knowledge of applicable State Board of Education Rules governing school construction. Acts as Department of Food and Nutrition representative at design, pre-bid, pre-construction and construction meetings. Coordinates the review of all design plans with Food and Nutrition staff and architects.
8. Position requires school visitations as well as attendance at District and regional meetings.
9. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. ~~Bachelor's degree with specialization in administrative dietetics, food and nutrition, food service management, public health management institutional management, hospitality, hotel and restaurant management, or related field. Master's degree preferred.~~
2. ~~Five (5) years of progressively responsible~~ility in school food service management and administrative experience; or completion of an approved internship or pre-planned experience as approved by the American Dietetic Association or a certified Registered Dietician and three (3) years of progressively responsibleility in school food service management and administrative experience.
3. ~~Certified in school food service by Florida Department of Education, or willing to complete the required courses for certification within three (3) years from date of employment.~~ Experience in writing specifications for food service equipment and services, equipment layout and design, facilities and construction or design.
4. Valid Florida driver's license. ~~Position requires school visitations, as well as attendance at District and regional meetings.~~
5. Demonstrated ability to communicate effectively in both oral and written form.