SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
June 13, 2023

AGENDA

9:00 a.m. Call to Order/Welcome/Pledge ..... Jerry Taylor, Chairman

9:02 a.m. Budget Presentations for 2023-2024..... Marsha Brown/ Asst. Superintendents/Directors/Principals

- General Fund
- Federal Programs
- Food Service

12:00 p.m. Lunch

1:00 p.m. Continuation of Budget Presentations

3:00 p.m. Assistant Superintendent of Instruction Update ..... Jennifer Barrs

3:15 p.m. Human Resources Department Update..... Bill Brothers **(pgs. 2-5)**

3:30 p.m. District CTE Certification..... Jennifer Barrs
Procedural Manual Update

3:45 p.m. School Safety and Other Administrative Services..... Ronnie Gray
Department Update

4:00 p.m. Superintendent Update..... Ted Roush

4:15 p.m. Adjourn

SCHOOL DISTRICT OF SUWANNEE COUNTY

COORDINATOR OF FOOD SERVICE

JOB DESCRIPTION

QUALIFICATIONS:

(1) Bachelor's Degree from an accredited educational institution.

(2) Minimum of three (3) years experience related to food service or production management.

(3) Or other appropriate certification required by the Florida Department of Education or Florida Department of Agriculture and Consumer Services.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge current trends, research and best practices related to food service. Knowledge of federal, state and district rules, regulations and policies as they relate to job functions. Knowledge of School Board policies and practices as they relate to food service. Knowledge of District accounting, human resources and payroll practices. Knowledge of board policy, state statutes and federal laws and regulations as they relate to wage and salary issues. Knowledge and understanding of all positions supervised. Skill in human interaction and conflict resolution. Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to operate a computer and utilize software applications, word processing, databases and spreadsheets. Ability to compose correspondence and prepare reports in an articulate manner. Ability to work cooperatively with others. Ability to work effectively to furnish needed information to administrators, other departments, governmental agencies, and parents. Ability to delegate and monitor assignments. Ability to supervise assigned employees.

REPORTS TO:

Assistant Superintendent of Administration

JOB GOAL

To work closely with the District's Food Service Management Company and to coordinate district resources and delivery of food services. Prudently supervise the provision of nutritious meals to students in accordance with federal, state and local requirements.

SUPERVISES:

Administrative Secretary
Food Service Managers

DIRECTOR, FOOD SERVICE (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

* (1) Coordinate the Food Service Program in accordance with federal, Department of Agriculture and Consumer Services Regulations, and School Board rules and policies.
* (2) Evaluate efficiency of food service operation.
* (3) Coordinate with principals and managers to maintain high student participation.
* (4) Supervise financial control necessary to the business operation of food services, including reimbursement claims.
* (5) Prepare specifications and evaluate bids related to food service operations.
* (6) Supervise use of commodities.
* (7) Evaluate all phases of the food service program and implement improvements as needed.

Inter/Intra-Agency Communication and Delivery

*(10) Interact with parents, outside agencies, business and community to enhance the understanding of District initiatives and priorities and to elicit support and assistance.
*(11) Respond to inquiries and concerns in a timely manner.
*(12) Keep supervisor informed of potential problems or unusual events.
*(13) Serve on district, state or community councils or committees as assigned or appropriate.
*(14) Provide oversight and direction for cooperative planning with other agencies.
*(15) Assist in the interpretation of programs, philosophy and policies of the District to staff, students, parents and the community.
*(16) Work closely with District and school staffs to support school improvement initiatives and processes.

Professional Growth and Development

*(17) Maintain a network of peer contacts through professional organizations.
*(18) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
*(19) Maintain expertise in assigned areas to fulfill project goals and objectives.
*(20) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
*(21) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

*(22) Represent the District in a positive and professional manner.
*(23) Develop or assist in developing the department budget and monitor its implementation as required.
*(24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
*(25) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
*(26) Develop annual goals and objectives consistent with and in support of District goals and priorities.
(27) Perform other tasks consistent with the goals and objectives of this position.

DIRECTOR, FOOD SERVICE (Continued)

Leadership and Strategic Orientation

*(28) Provide leadership and direction for Child Nutrition Program.
*(29) Assist in implementing the District's goals and strategic commitment.
*(30) Set high standards and expectations and promote professional growth for self and others.
*(31) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
*(32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*(33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
(34) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

SALARY SCHEDULE 2022-2023

DISTRICT LEVEL COORDINATORS

REGULAR HOURS ARE 8:00 AM TO 4:30 PM

YEARS	BACHELOR
0	63874
1	64935
2	65997
3	67058
4	68119
5	69180
6	70241
7	71303
8	72364
9	73425
10	74487
11	75547
12	76609
13	77670

The District Level Coordinators are:
Coordinator of Data, Assessment, and Accountability;
Coordinator of School Improvement/Title I;
Coordinator of Exceptional Student Education;
Coordinator of District K-12 Math;
Coordinator of District Professional Development and K-12 Reading/Title II;
Coordinator of District K-12 Technology;
Coordinator of Career and Technical Education Student and Community Affairs,
Coordinator of Opportunity Schools,
Coordinator of Student and Family Support,
Coordinator of Virtual School
Coordinator of Mental Health
Coordinator of Food Service

Employee may be placed in appropriate step of classification level based on years of administrative and/or teaching experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation and is effective in accordance with new certification.

Eleven (11) months shall mean 216 duty days and shall be computed as 11/12ths of the above schedule.

Ten (10) months shall mean 196 duty days and shall be computed as 10/12ths of the above schedule.

Salary adjustments and/or supplements will be made in accordance with 1012.22 f.s. for:
Master's Degree add $2,310 to Bachelors
Specialist Degree add $2,835 to Bachelors
Doctorate Degree add $3,750 to Bachelors

Effective July 1, 2022-June 30, 2023

Adopted 05/24/2022 by the
SUWANNEE COUNTY SCHOOL BOARD
1740 Ohio Avenue, South
Live Oak, Florida 32064
386/647-4600
Ted L. Roush, Superintendent