

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Free & Reduced Program  
Coordinator**

**Department: Child Nutrition**

**Grade F  
H.P.D. 8  
D.P.Y. 194**

**Job Description**

**Date Reviewed: February 2011**

**Reports To: Director Child  
Nutrition  
Assistant Director  
Child Nutrition**

**Purpose of Job**

The purpose of this job is to perform administrative functions for the Free and Reduced Meal Program through the NSBP (National School Breakfast Program) and the NSLP (National School Lunch Program) and to provide support to the Director of Child Nutrition. To determine eligibility of applicants to the program, verify eligibility, and provide eligibility issuance documentation. Duties and responsibilities include providing guidance and technical support assistance to cafeteria managers and school bookkeepers in 36 locations; and ensuring that they adhere to state and federal regulations as they pertain to the free and reduced meal program.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Receives, reviews for accuracy, process within a 10-day deadline and determines the eligibility of applications of the Free and Reduced Meal Program for potentially federal reimbursement on over 16,000 applicants. Ensures changes in eligibility are identified and documented.

Maintains confidentiality statements for eligibility documentation from all 36 sites on file; thus protecting student's eligibility status.

Issues notification of eligibility determination to applicants and supervises documentation of eligibility determination in a timely and proficient manner.

Provides training to managers in the federally funded Free and Reduced Meal Program. Instructs cafeteria managers and bookkeepers in the reviewing and updating of their student's meal status. Performs audits on school site free and reduced rosters.

Verifies whether eligibility guidelines are met for new applicants, for transferring applicants, and for current participants who experience status changes.

Coordinates daily downloading of Free and Reduced eligibility information to 36 sites.

Provides eligibility summaries to departments within the system to assist in determining qualifying of various grants, while staying in compliance with the Memorandum of Understanding.

Creates, generates and disseminates eligibility documentation participants to all 36 schools.

Composes, prepares and/or generates letters, memoranda, forms and other documents via computer and/or typewriter.

Implements and maintains file system of Free and Reduced Lunch Program records.

Provides assistance to routine requests concerning the Free and Reduced Meal Program status from officials, members of the staff, parents, employers, the public or other individuals.

Utilizes various software programs to operate a computer in an effective and efficient manner.

Facilitates daily documentation of Free/Reduced eligible students. Assists in providing managers with resources essential for their day-to-day operation.

Performs daily audit of temporary approved applications.

Prepares and maintains required records, files, documents and reports for foster, homeless, migrant, and runaway applicants.

Maintains a filing system of all applicants approved by the state as direct certification.

Receives +300 calls per day in a fast-paced environment with a high volume of incoming guest in a diverse population.

Inputs data for verification, using computerized system to sample, pull applicants and oversees technical problems with computer.

Receives, reviews proof of income, and verified whether eligibility guidelines are met.

Submits Verification Summary Report to Tennessee Department of Education within established timeframe.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma (or GED) required, with one to two years of experience working within a school system or in a customer service environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System and of Child Nutrition practices as they pertain to the performance of duties relating to the job of Free and Reduced Program Coordinator. Has considerable knowledge of Child Nutrition practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Free and Reduced Program Coordinator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Free and Reduced Lunch Coordinator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Free and Reduced Program Coordinator.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**