

Position Description

Part I.		
1. Agency Name Kansas State Dept. of Education	2. Position # K0071878	3. Current Classification Job Title Assistant Director
		4. _____ classified <input checked="" type="checkbox"/> unclassified
5. Division Fiscal and Administrative Services		6. Proposed Job Title (if reallocation)
7. Team Child Nutrition and Wellness		8. Date Position Description Updated 2/7/2012
9. Name of Incumbent		To be completed by HR
11. Work Station Location		
13. <input checked="" type="checkbox"/> Full Time _____ Part Time _____ %		
18. Regular hours of work Monday through Friday – Hours to be determined		
10. Approved Classification		12. Reallocation Effective Date
City: Topeka County: Shawnee		14. Classified Pay Grade
		15. FLSA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
		16. Approved By
		17. Additional notes:
Part II.		
19. Describe the purpose of this position. Why does it exist? The Child Nutrition & Wellness Assistant Director will assist the Director of Child Nutrition & Wellness in the state-wide implementation of Child Nutrition Programs including the National School Lunch Program, School Breakfast Program, After School Snack Program, Fresh Fruit & Vegetable Program, Special Milk Program with special emphasis on the Child & Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). This position will directly supervise Child Nutrition Consultants. This position will assist the CNW Director in determining program priorities and operations, directing and managing the programs, monitoring budget and evaluating program effectiveness. The Assistant Director will formulate guidance and instructions to implement USDA policies with the Director of CNW and then writes and maintains policy, procedure and operation manuals.		
20. Who supervises this position?		
Incumbent	Title	Position #
Cheryl Johnson	Director, CNW	K0065413
21. a) How much latitude is allowed employees in completing the work? b) What kinds of instructions, methods, and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made? d) Who reviews the work, how often, and what is the level of Review? a) The employee is responsible for completing work within established deadlines and guidelines. The employee is expected to work with minimal supervision and demonstrate organizational, analytical, and decision-making skills. b) Instructional materials provided include copies of applicable federal and state rules and regulations, state statutes, U.S. Department of Agriculture Food and Nutrition Service Instructions and operational memos, and KSDE administrative policies. c) Instructions regarding departmental policies and procedures are given at KSDE meetings for the Leadership Team and USDA meetings. More specific instructions are given for responsibilities that are not routine. d) The Director of CNW periodically checks work progress for quality, results and conformance with established policies and requirements. The level of review may be in-depth or brief, depending upon the assignment and the employee's past performance.		
22. Check the statement that best describes the leadership, supervisory, or management responsibilities of this position.		
<input type="checkbox"/> None		
<input type="checkbox"/> Lead worker: Plans and coordinates the work of co-workers, guiding and training them while performing the same kind and level of work a majority of the time.		
<input type="checkbox"/> Supervisor: Assigns, directs, reviews, and evaluates the job performance; has significant input into decisions related to hires, transfers, promotions, demotions, dismissals, and discipline of employees under his or her supervision. The majority of the work is different from that of subordinates.		
<input checked="" type="checkbox"/> Manager: Integrates and coordinates the activities of several organizational functions or programs and initiates changes through subordinate supervisors or integrates and coordinates the activities of one or more programs having Department wide impact.		
23. Positions supervised directly by this position.		
Incumbent	Title	Position #
Pam Paden	Child Nutrition Consultant	K0178449
Kelly Horn	Child Nutrition Consultant	K0061372
Julie Melcher	Child Nutrition Consultant	K0072799
Laura Hodgson	Child Nutrition Consultant	K0171385 (.75)
Frances Eastwood	Child Nutrition Consultant	K0221376 (.50)
Grant Chesbro	CACFP Wellness Grant Project Director	K0221375
Jeanie Rathbun	Child Nutrition Consultant	K0138381
New Position	Public Service Executive IV	
24. What hazards, risks, or discomforts exist on the job or in the work environment? Frequency of exposure? None		

25. Number Each Task and Indicate Percent of Time an Incumbent Spends or Would Spend Performing each Task.	Describe the work of this position using this page. Duties may be continued on the next page if more space is needed. Use the following format for describing duties: What is the action being done (use an action verb)? To whom or what is the action directed (object of the action)? Why is the action being done? How is the action being done?	
Essential Functions ADA Codes	% Of time	ADA Coding A: Essential function, position exists to perform the function. B: Essential function, number of employees available to perform this function is limited. C: Essential function, requires specialized expertise to perform this function. D: Non-essential function

Performance expectations will be established at the beginning of each performance review period that includes, at a minimum, the following categories: dependability, agency values, job proficiency, communication, customer service, initiative, and teamwork.

Manage and coordinate the resources and budgets necessary for operation of multiple Child Nutrition Programs, including the National School Lunch Program, School Breakfast Program, Special Milk Program, After School Snack Program, Fresh Fruit & Vegetable Program, with special emphasis on the Child & Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP).

A, B, C	35%	Collaborates with, advises and supports the Director of CNW in all aspects of child nutrition programs. <ul style="list-style-type: none"> Establishes and guides the direction of sub teams of Child Nutrition consultants to ensure state and federal programs are effectively administered in accordance with relevant laws and regulations. Ensures that funds are appropriately allocated and distributed to program participants and grantees. Guides and assists consultants in troubleshooting problems and questions from the field. Ensures that the Director is kept informed of relevant information including trends, issues, successes, and personnel matters. Plans and implements process improvements to CNW activities and programs for greater effectiveness and efficiency. Develops, writes, and implements; and oversees others who perform those functions; competitive grants that support nutrition and wellness initiatives. As Assistant Director, serves as back-up to the Director in all program areas. Facilitates strategic planning and develops new initiatives for improving Child Nutrition Programs in Kansas including short and long range strategic plans including allocation of resources, establishment of objectives, and strategies to accomplish objectives.
A, B, C	30%	Assists the Director of CNW by overseeing the administrative functions for Child Nutrition Programs and assigning tasks to other staff . <ul style="list-style-type: none"> Supervise, train and evaluate lower level administrative staff and Child Nutrition Consultants. Plan, develop and present administrative training sessions. Direct staff in completing program reviews and providing appropriate technical assistance to program sponsors and grantees. Design, implement and maintain computer systems that use current technology to effectively automate program functions including applications, reimbursement claims and Federal reporting. Coordinate updates of the CNW websites. Prepare annual management plan and information for the KSDE budget and submits to the CNW Director. Ensure all program participants and grantees meet all relevant requirements prior to KSDE approval of their applications for program participation.
A, B, C	25%	Develops, interprets, and implements federal and state regulations, policies and instructions. <ul style="list-style-type: none"> Provide regulations, instructions, and guidance to consultants, accountants, and auditors so they can accurately and efficiently complete their responsibilities Write policy instructions and memos for program sponsors so they can comply with all program requirements. Respond to requests for information from USDA, the CNW Director, agency leaders and other agencies and organizations. Direct staff in providing technical assistance and information to program sponsors and others via the telephone, written communications, the team's website, training presentations and on-site visits.
A, B, C	10%	Promotes and supports KSDE and CNW at federal, state and local levels. <ul style="list-style-type: none"> Represent KSDE and the Child Nutrition & Wellness team at local, state, regional, and national workshops, seminars, and conferences. Collaborate with foundations, allied organizations and other governmental agencies to further issues related to nutrition and health for the children of Kansas. Participate in professional development activities. Respond to requests for information from USDA, agency leaders and other agencies, organizations and the public..

Part III

26. State Required Minimum Qualifications

- Bachelor's degree with major course work in institutional management, dietetics, family and consumer sciences or a related field as determined relevant by the agency. Extensive knowledge and experience with Child Nutrition Programs, all aspects of institutional food service operations, management and nutrition/health education.
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27. Preferred Skills and/or Qualifications

- Master's degree in dietetics, institutional management, business administration or education
- Ability to lead, manage and supervise people; work with team members to set, prioritize and achieve objectives; guide the resolution of problems resulting in win-win outcomes for all parties whenever possible; make decisions analytically and strategically; speak and write clearly, concisely and persuasively; communicate effectively with individuals and groups; analyze complex data and situations; interpret federal regulations and establish policies and procedures to effectively implement them statewide; develop and make presentations, plan and organize work assignments for oneself and others, practice efficient self-management techniques, work effectively in a team environment and with all levels of employees in an organization, build positive working relationships, and use Microsoft Office Suite and similar software.
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28. Preferred Experience

- At least three years of experience leading people in successfully accomplishing major multi-faceted projects

29. Necessary Special Qualifications, Licenses, Certifications, and/or Registrations

Signature of Employee

Date

Signature of Human Resources Official

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing Authority

Date