

School Board Agenda Item

April 10, 2018

Executive Summary

Proposed New Job Description for the Assistant Program Manager, Nutrition Education and Training Position

Background: This item is being recommended for School Board **adoption** to meet requirements for new job description.

Position Title: Assistant Program Manager, Nutrition Education and Training

Division/Department: Chief of Strategy & Operations

Pay Grade: 22 Range: \$56,413 - \$80,779

Salary Schedule: 2017-2018 Broward Teachers Union – Technical Support Professionals Salary Schedule

Recommended Policy Status: Non-Chart Job Description – **Final** Reading

Rationale: The job description for the Assistant Program Manager, Nutrition Education and Training position, has been created in support of Food and Nutrition Services departmental operations. This position is responsible for assisting in the development, coordination, implementation, and marketing of nutrition education/wellness and staff development programs that support the mission of the Food and Nutrition Services Department. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job. This is a single incumbent position that is currently vacant.

An evaluation of the job description was conducted to determine the pay level assignment of 22 on the BTU-TSP salary schedule.

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative, is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for BTU-TSP was provided a copy of the Assistant Program Manager, Nutrition Education and Training job description via e-mail on February 2, 2018. Additional feedback was not received prior to submission of this document for approval.

Cost: There is no additional financial impact to the District.