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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

**FROM:** DON LEWIS LYNN, JR.  
ASST. SUPT./HUMAN RESOURCES

**SUBJECT:** JOB DESCRIPTIONS – REVISED

**DATE:** 04/15/2015

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We are requesting approval of the attached job descriptions:

1. Director of Human Resources (Job Title Change Only)
2. Library Media Specialist (Job Title Change Only)
3. Food Service Compliance Officer (Revised)

If you have any questions concerning these changes, please call me at 983-5030.

**School District of Santa Rosa County  
Job Description**

Director of ~~Employee Evaluations and Accountability~~ Human Resources

<b>Reports to:</b> Assistant Superintendent for Human Resources	<b>FLSA Status:</b> Exempt
<b>Department:</b> Human Resources	<b>Prepared by:</b> Human Resources
<b>Date:</b> <del>March 13, 2014</del> <u>April 23, 2015</u>	<b>Job Code:</b> 12061

**Principal Duties and Responsibilities (Essential Functions):**

- Supervise the evaluation process of all personnel within the school system.
- Coordinate implementation of assessment programs and coordinate the revision process of the assessment manuals for administrative, instructional and educational support employees
- Serve as a liaison between Human Resources, Data Processing, Instructional and the Professional Development System on assessment related issues
- Serve as a liaison between School District and outside vendors such as True North Logic on matters that relate to employee assessment
- Support principals and their leadership teams in the use of the instructional and educational support evaluation system
- Work with staff of the Professional Development Center, school mentors, lesson study facilitators to integrate Professional Learning Communities focused on the Florida Educator Accomplished Practices
- Model and demonstrate effective use of high effect size instructional strategies for administrators and teachers
- Coordinate a district effort to increase the inter-rater reliability of our evaluation system
- Compile district and school data related to the evaluation system, report this data to the schools, and work with district staff and school principals to interpret this data
- Perform other incidental tasks consistent with the goals and objectives of this position

**Supervision Received:**

Assistant Superintendent for Human Resources

**Supervision Exercised:**

Human Resource Department staff and other interface activities as assigned

**Minimum Qualifications & Skills Required:**

1. Master's degree or higher from an accredited educational institution
2. Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal
3. Minimum of eight years' experience in public school education, three years of which must have been in administration and/or supervision

**Preferred:**

Three years' experience as a school principal

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County  
Job Description**

Library Media Specialist

<b>Reports to:</b> School Principal	<b>FLSA Status:</b> Exempt
<b>Department:</b> School Based	<b>Prepared by:</b> Human Resources
<b>Date:</b> <del>May 22, 2014</del> April 23, 2015	<b>Job Code:</b> 20110, 20100, 20121, 20122, 20123, 20124

**Principal Duties and Responsibilities (Essential Functions):**

- Organizes and implements an open-concept media program which fully supports the educational goals and objectives of the school.
- Supports curriculum through cooperative planning and consultation with faculty and administration.
- Creates and facilitates an appropriate atmosphere of educational innovation, and accepts leadership responsibilities for new directions in educational development.
- Instructs small and large groups in sequential information retrieval skills.
- Teaches lessons with specific objectives defined by and in cooperation with individual teachers.
- Provides guidance in selection, location, utilization and evaluation of print and non-print materials and in technology.
- Furnishes reading guidance for patrons with unique needs, and encourages all patrons to adopt lifelong reading interests.
- Maintains continuing knowledge and awareness of new technologies and how they impact the curriculum and instruction.
- Conducts ongoing formal and informal faculty inservice in the field of technology.
- Trouble shoots malfunctioning equipment.
- Evaluates, selects, and orders print and non-print materials, and removes those no longer usable.
- Establishes circulation procedures which assure maximum availability of resources to all patrons.
- Initiates and directs management procedures for Media Center, including supervision of clerical routines and maintenance of all records relating to collection management.
- Prepares and submits all required reports for Media Center usage and activities.
- Formulates and administers Media Center budget.
- Supports professional organizations at district, state and national levels.
- Evaluates and restructures media program, as needed, soliciting input from total school population.
- Ensures professional growth through attendance at seminars, conferences, and university courses, and through extensive professional reading.
- Assumes the responsibility to maintain a valid Florida teacher's certificate.
- Performs other tasks and/or responsibilities as assigned by the principal.
- Provides own method of transportation to various locations when required.

**Supervision Received:**

Supervisor/s – School Administration

**Supervision Exercised:**

Personnel assigned by school administration

**Minimum Qualifications & Skills Required:**

1. Bachelor's degree or higher from an accredited institution
2. Currently hold or eligible for Florida teaching certificate with certification as Educational Media Specialist

**Preferred:**

**Physical Demands:**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved compensation plan

Teacher position paid from the instructional salary scale

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.



**School District of Santa Rosa County  
Job Description**

**Food Service Compliance Officer**

<b>Reports to:</b> Director of Purchasing and Contract Administration	<b>FLSA Status:</b> Exempt
<b>Department:</b> Food Service	<b>Prepared by:</b> Human Resources
<b>Date:</b> <del>August 21, 2014</del> April 23, 2015	<b>Job Code:</b> 11010
<b>Position #:</b> 31131	<b>Range:</b> 17

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Monitor the district processes the for National School Lunch and Breakfast Program including the approval of free and reduced applications, claims for reimbursement and order and tracking of USDA Commodity Donated Foods;
- Monitor internal controls to ensure the accuracy of lunch counts prior to the submission of the monthly claim for reimbursement to include periodic liaison with the district's finance department;
- Monitor the Summer Food Service Program;
- Chair Menu Advisory Board, active member of Health Advisory Council, School Advisory Councils and member of other committees that support and/or improve school nutrition;
- Participate in School Board quarterly presentations;
- Report to Food Service Director on all tasks and responsibilities;
- Responsible for all reports as required by Florida DOE Food and Nutrition Management;
- Train food service office staff, cafeteria managers and food service employees on all matters related to the National School Lunch and Breakfast Program and other food service related matters to include, but not limited to nutrition and safety;
- Perform periodic on-site reviews, monitoring of the National School Lunch Program, School Breakfast Program and the After School Snack Program;
- Insure that proper health certifications are maintained;
- Work with the district computer system to include finance, personnel, payroll and other functions;
- Set up and maintain detailed files and files letters, reports and related technical information in the prescribed manner;
- Type, perform data input, proof and process letters, forms, manuals, reports schedules, booklets, and related paper work;
- Use computer and other technological equipment;
- Perform research and retrieval of records and data;
- Conduct statistical comparison of information for supervisor's use;
- Perform related duties as required or assigned.

**Supervision Received:**

Food Service Director  
Director of Purchasing and Contract Administration

**Supervision Exercised:**

Food Service Staff

**Minimum Qualifications & Skills Required:**

- Bachelor's degree and ~~one year~~ experience working with the National School Breakfast and Lunch Program ~~and one year of supervisory management experience; including responsibilities such as training of employees, audits of food service records and maintaining/troubleshooting food service hardware and software.~~ Adherence to applicable USDA rules and regulations.
- or Associate's Degree and three years experience working with the National School Breakfast and Lunch Program and three years ~~of supervisory management~~ experience; ~~including responsibilities such as training of employees, audits of food service records and maintaining/troubleshooting food service hardware and software.~~ Adherence to applicable USDA rules and regulations.
- or high school diploma ~~or GED~~ and ten years' experience working with the National School Breakfast and Lunch Program and ten years ~~of supervisory management~~ experience; ~~including responsibilities such as training of employees, audits of food service records and maintaining/troubleshooting food service hardware and software.~~ Adherence to applicable USDA rules and regulations.
- Member, ~~within one year of employment, of the~~ Florida School Nutrition Association (FSNA) and School Nutrition Association (SNA).

**Preferred:**

School Nutrition Association Professional Certification. Computer and record keeping literacy.

**Physical Demands:**

Must be able to operate a typewriter and keyboard; sit for long periods of time, communicate using speech hearing and vision skills. Lift up to 60lbs. ~~Office and school food service facilities.~~

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.