



# Dallas Center-Grimes Community School District

**Job Description**  
Prepared/Revised Date: July 2023

**Job Title:** Free & Reduced Eligibility/ Substitute Coordinator  
**Job Family:** School Based Support  
**Pay Program:** Classified  
**Typical Work Year:** 12 months

**SUMMARY:** Coordinates and administers the District's Free and Reduced Program. Manages the end-to-end process of hiring, onboarding, and payroll for District substitutes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency
1. Manages US Department of Agriculture Free and Reduced Meal Program process district-wide to ensure compliance with Federal and State regulations. Includes implementation of guidelines, approving applications and working with the Free and Reduced software, ensures timely updating of changes in status, supervises staff during the qualification process, assures accuracy, and helps answer and provide clarification to parent and staff questions. Representative for Free and Reduced audits from U.S. Department of Agriculture and Iowa Department of Education. Coordinates downloading of Free and Reduced eligibility information per State and Federal regulations. Manages the on-line Free and Reduced application program. Coordinate with the District Homeless/Migrant liaison to ensure eligible students receive meal benefits per State and Federal regulations. Manages requests to disclose information and ensures confidentiality. Completes required state training.	Daily
2. Assist schools with meal payment collection process. Contact parents of students with negative balances in their lunch accounts by sending weekly letters, phone calls, balance uploads, and communications with an outside collections agency. Checking and updating student account balances to ensure proper record keeping.	Daily
3. Coordinates and completes verification process per State and Federal regulations. Process all documentation received and develops correspondence and sends to families; request for income information, and provides results of the verification process (continuance, status change, termination). Notifies schools (kitchen managers) of changed students' status. Prepares final verification report and submits summary report to the Iowa Department of Education within established time frame.	Daily
4. Coordinates and implements Federal mandated Direct Certification process. Tasks include report comparison of State records to District record for Free Meal eligibility. Maintains a filing system of all applicants approved by the state as direct certification.	Daily
5. Perform accounting functions within associated funds including creating, maintaining and reconciling accounts associated with the nutrition fund. Monitor and update the basis for billings for the nutrition fund. Process checks by verifying check information matches invoice information and mailing to vendor.	Daily
6. Manages all substitutes for the District including the technical and functional aspects, provide training, direction, and assistance to staff using Frontline Education systems. Provide customer service to all levels of stakeholders, including administrators, office managers, and substitute staff by receiving and responding to questions and requests regarding information and processes in Software Unlimited and Frontline Education systems. Responsible for troubleshooting daily operations; entering various types of absences; assisting school staff with creating, cancelling, and editing employee absences. Compile and manage employee data in Software Unlimited. Create, run, and analyze report data. Responsible for the validation and verification of payroll data for all substitute employees and responding to inquiries about pay advices. Manage long term substitute process including verifying eligibility for assignment, calculating retro pay and monitoring and submitting paperwork for start and end dates. Responsible for tracking and documenting the collection of online AEA Trainings for all substitutes and ensures substitutes are in compliance throughout the year.	Daily
7. Performs other job-related duties as assigned.	Ongoing

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of one year general clerical experience.
- Experience in Free and Reduced Application Process preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced problem solving and critical thinking skills.
- Knowledge of computer systems and the USDA lunch program mandates preferred.
- Knowledge of Microsoft Office software and Google applications.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Business Manager

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Ensure approved free-reduced applications are submitted accurately for federal and state meal and/or snack reimbursements for at-risk children.
- Assists with meal payment collection for students.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	