

Wellness and Federal Meals Coordinator

May 30, 2023



Mission

To inspire and empower students qualifying for need-based scholarships to become future community leaders through a rigorous middle school program coupled with ongoing graduate support.

Vision

Transforming underserved middle school students' lives by being a model of foundational/academic excellence in preparation for high school, post-secondary, and career success.

Core Values

Each member of our school community is a **LEADER**.

Loyal people devote themselves to building and maintaining connections within their community.

Empathetic people recognize the humanity in all of us and work to find common ground.

Accountable people take ownership of and responsibility for their thoughts, words, and deeds.

Diligent people demonstrate academic and personal excellence through persistent effort.

Engaged people actively participate in the process of growth and learning.

Respectful people honor themselves and others through care, concern, and consideration.

The School

Modeled after the Nativity Mission Schools, The Academy Prep Center of Tampa (APT) is a free private middle school that exclusively serves students in grades 5 through 8 who qualify for **the federal** free and reduced-price meals program. APT, founded in 2003, is a functionally independent school that is part of a network of schools, including the Academy Prep Center of St. Petersburg and the Academy Prep Center of Lakeland, which have been in operation since 1997 and 2019, respectively. Each center has its own head of school and board of trustees. Academy Prep administers a highly demanding academic program, followed by eight years of intensive guidance through high school and post-secondary careers; it promotes students' intellectual, physical, social, and emotional development.

APT's middle schoolers maintain a 97% daily attendance rate and earn admission to Tampa's top local independent, parochial, and IB programs. Throughout the years, APT graduates also enroll in competitive boarding college-prep programs, including Phillips Exeter Academy (NH), Deerfield Academy (MA), St. Andrews (FL), Woodberry Forest (VA), and Choate Rosemary Hall (CT). Academy Prep expects its students and graduates to act as mature and responsible individuals who contribute to their communities and demonstrate charity and concern in all their actions. Instilling the Core Values, APT administrators, faculty, and staff deliberately cultivate a culture of high expectations for students. The program is rigorous, and faculty and staff are supportive and exercise building leadership fairly and transparently.

The Wellness and Federal Meals Coordinator will join APT during a period of programmatic growth and development and will be instrumental in the ongoing, qualitative progress of the school. Strategic priorities for the school include building a more rigorous and innovative curriculum and strengthening the school's commitment to wellness.

Like all APT faculty and staff members, the successful candidate should be a servant leader committed to living the school's mission by inspiring students to reach their full academic and personal potential and contribute to the life of the school community.

The primary responsibilities of the Wellness and Federal Meals Coordinator will be to provide health services to students and staff and assist with the daily functions of the federal meals program including the serving of lunch.

Wellness Responsibilities

- Provide basic healthcare to students and staff in case of injury or acute illness
- Administer medication
- Develop health plans for students with chronic illnesses and disabilities
- Educate students and staff on healthy habits, such as proper nutrition and hygiene
- Detect health problems in early stages through regular screenings
- Monitor student immunization records
- Update students' medical history
- Ensure school environment is safe for children and school staff (e.g. prevention of communicable diseases)
- Manage monthly program distributing hygiene items to students and graduates
- Ensure compliance with national and local health laws

Federal Meals Responsibilities

- Prepares with food service staff for lunch setup and breakdown – including serving lunch, stocking items, cleaning tables, inventory of all food, supplies and drinks, assisting in cleaning all utensils and pans daily
- Support the Business Operations Manager with the federal meals program by managing the daily/monthly clerical duties of the school food service program completing production and tally sheets
- Liaison with the NSLP (National School Nurse Program) caterer
- Prepares for and represents APT during NSLP Audit process with the Business Operations Manager
- Coordinate the Summer Student Meals Program-responsible for all facets of program
- Fulfill all administrative obligations associated with meals program
- Attend mandatory trainings provided by NSLP
- Per NSLP requirements, must have 10 hours of training completed annually
- Liaison with the State of Florida Department of Health County Health Department Private School Inspections
- Deliver training to staff assisting with food service

Experience, Skills, and Knowledge

- Registered Nurse (RN) license
- Bilingual Preferred (English/Spanish)
- Knowledge of school laws and policies
- Ability to work independently or with others
- Ability to communicate well with others
- Ability to assess situations and act quickly
- BLS/CPR certification
- Knowledge of state health regulations
- Ability to multitask

Personal Attributes

- An honest person who will live the school's values and effectively blends candor, care, and empathy in dealing with others.
- An approachable person who builds meaningful relationships listens well and respects differences in opinion.
- A strategic thinker who possesses excellent communication skills and has a high level of emotional intelligence.
- A hard-working professional who thrives in a fast-paced work environment with high expectations.
- Exhibits cultural competence: understanding and appreciating a multicultural school community.

Compensation: Competitive salary commensurate with experience

Website: <https://tampa.academyprep.org>

Candidates of Color are Encouraged to Apply

Please send resume or curriculum vitae, teaching philosophy, and copies of transcripts to:

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