

WOODALL PUBLIC SCHOOL

Ginger Knight, Superintendent

Telephone (918) 456-1581

14090 West 835 Road
Tahlequah, Oklahoma 74464

Fax (918)456-5015

JOB POSTING

POSITION:	Federal Programs/Child Nutrition/Personnel Director
QUALIFICATIONS:	Bachelor's Degree required in related field, School finance experience preferred, knowledge of federal regulations strongly preferred, Experience with budgeting, compliance monitoring, and reporting systems; Clear Criminal Background
DUTIES:	<p>Federal Programs - Oversee administration of all federal grants (Title programs, IDEA, Indian Ed, etc.), Ensure compliance with federal and state regulations, Manage budgeting, claims, and reporting requirements, Coordinate monitoring documentation and audits</p> <p>Child Nutrition - Direct and oversee all Child Nutrition operations, Ensure compliance with USDA and State Department regulations, Manage CN budget, procurement, and reporting, Supervise cafeteria staff and program operations, Maintain accurate meal documentation and claims</p> <p>Personnel - Oversee personnel records, leave records, and compliance documentation, Coordinate contracts and staffing documentation, Support onboarding and compliance processes, Serve as a point of contact for employee questions related to benefits.</p>
START DATE:	July 1, 2026 This is a 12 month position
COMPENSATION:	Salary will be based on education, years of experience, and qualifications; Health Insurance and Retirement; <u>Woodall Does Not Participate in the Social Security Program.</u>

February 16, 2026

Date Posted

Ginger Knight

Superintendent

*If you have the time and energy to serve as in the position of Federal Programs/Child Nutrition/Personnel Director and are ready to invest your life in the lives of our "Wildcat" families, you may apply to Mrs. Knight by **Friday March 13, 2026**. Please submit your résumé complete with references along with a copy of your transcripts and certificates to gknight@woodall.k12.ok.us or to Ginger Knight, 14090 West 835 Road, Tahlequah, OK 74464.*

Woodall Public Schools Is An Equal Opportunity Employer

and does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.

"We are Woodall...some wish for it, WE work for it!"