

Union Public Schools Job Description

Position Title: Nutrition Education Specialist
Department: Child Nutrition
Reports To: Director of Child Nutrition

FLSA Designation: Exempt

SUMMARY: Directs, conducts, coordinates and implements adequate child nutrition education programs by providing appropriate, interactive nutrition education for students of all ages, as well as nutrition education training for teachers and child nutrition employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assesses the nutrition education needs of the District and coordinates/integrates nutrition education with the District curriculum.
- Assists, develops, implements up-to-date nutrition education curriculum.
- Develops, selects, and makes teaching aids and resource materials for classroom nutrition education and other group nutrition education activities.
- Evaluates teaching aids and resource materials to ensure that the tools are effective.
- Coordinates the distribution of educational resource materials.
- Serves as a community resource in the area of nutrition education to parents, students, health service and other civic groups.
- Assists in the development, coordination and production of teaching materials.
- Conducts nutrition education classes at all levels for all schools.
- Contacts school administrators and promotes nutrition education classes; develop schedule of classes to conduct.
- Develop and conduct training courses for school teachers regarding nutrition education and nutrition related topics.
- Evaluates the effectiveness of nutrition education programs based on educational research findings using instruments and other techniques.
- Maintains and responsible for keeping the budget for nutrition education activities and resources.
- Develops nutrition articles for the menu and Child Nutrition website.
- Involves and utilizes community dietetic professionals in the promotion of nutrition and conducting of classes in schools.
- Develops nutrition education training programs for Child Nutrition employees.
- Participates in the Healthy School Meals Initiative Committee.
- Develops or utilizes existing nutrition education materials for use in the cafeteria.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required.*

EDUCATION and/or EXPERIENCE: Bachelor's degree in Nutrition, Food Service Administration or related field. Experience in community nutrition, public health, or food service operations for children. Computer skills in word processing and spreadsheets.

CERTIFICATES, LICENSES, REGISTRATIONS: Registered and Licensed Dietitian.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.