

**Tulare County Office of Education
JOB DESCRIPTION**

Job Title: Nutrition Network Dietitian (2598)

Job Summary:

The job of Nutrition Network Dietitian is done for the purpose/s of supporting and carrying out the strategy plan/time line for the Local Incentive Award funding and activities for the contracted period of time; assisting in the development and management of nutrition activities that links the classroom with the cafeteria to achieve the objectives of the Local Incentive Award funding; collecting and maintaining documentation as necessary to prepare and present reports related to nutrition education and physical activity events in selected school districts in Tulare County.

Essential Functions:

- ▶ Assists in the development and management of nutrition activities that link the classroom to the cafeteria for the purpose of achieving the objectives of the Local Incentive Award funding.
- ▶ Collects/maintains documentation of program activities for the purpose of preparing and presenting reports required by the funding source.
- ▶ Evaluates and adapts nutrition resource materials and surveys for the purpose of meeting the needs of program participants, reporting requirements and measuring program progress.
- ▶ Implements strategic plan/time line for Local Incentive Award funds and match activities for the contracted period of time for the purpose of improving the nutrition practices and levels of physical activity of students, school community, parents and community.
- ▶ Participates in community activities for the purpose of providing nutrition education/physical activity promotion resources.
- ▶ Partners with teachers for the purpose of incorporating and promoting nutrition education/physical activity into core curriculum.
- ▶ Provides resources and materials for teachers, parent education and student instruction for the purpose of improving the nutrition practices and levels of physical activity of participants.
- ▶ Attends meetings and conferences for the purpose of program implementation and fulfilling program requirements.
- ▶ Attends regional 5-A-Day meetings for the purpose of supporting 5-A-Day activities.
- ▶ Confers with the Project Coordinator for the purpose of reporting and discussing the status of the Local Incentive Award program outreach efforts.
- ▶ Utilizes effective communication messages for the purpose of supporting Nutrition Network programs that promote healthy eating and physical activity.
- ▶ Maintains documentation for the purpose of preparing and presenting reports required by the funder.
- ▶ Performs other duties as related for the purpose of program implementation.
- ▶ Promotes physical activity programs for the purpose of enhancing the importance of physical activity for school-aged children.
- ▶ Supports community efforts toward nutrition and physical activity education promotion for the purpose of collaborating with community groups/coalitions.
- ▶ Supports school districts' wellness policies and programs for the purpose of promoting a coordinated school health approach to student/staff well-being.
- ▶ Uses software applications for the purpose of creating and designing, correspondence and simple data bases.
- ▶ Utilizes modern office equipment (microcomputers, computer terminals, AV equipment and related application software for the purpose of program implementation.
- ▶ Works with Project Coordinator, site and district staff for the purpose of collecting, compiling and preparing data and related information for mandatory yearly reports.
- ▶ Works with the Project Coordinator for the purpose of coordinating, implementing, and monitoring of the Local Incentive Award program and program requirements.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - ▶ prepare complete and accurate written reports.
- ▶ **Knowledge of:**
 - ▶ principles of nutrition and physical fitness;
 - ▶ federal, state and local laws related to nutrition and physical fitness;
 - ▶ use of modern office equipment;
 - ▶ information and resources related to nutrition and principles of physical fitness;
 - ▶ Calif Dept of Education physical educational health framework guidelines pertaining to nutrition/physical fitness.
- ▶ **Ability to:**
 - ▶ make presentations regarding district policies and methods of improving nutrition practices and physical activity;
 - ▶ communicate effectively orally and in writing;
 - ▶ prepare clear and complete written reports;
 - ▶ establish and maintain cooperative and effective working relationships.

Responsibilities include: working under limited supervision focusing primarily on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking and 25% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Required:

- ▶ Job-related experience in nutrition or physical activity.

Education Required:

- ▶ Bachelors Degree in job-related area.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Clearance.
- ▶ Registered Dietician certification preferred.

FLSA: Non-Exempt

September 2014

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.