

Job Summary:

The job of Lead Dietitian is done for the purpose/s of coordinating and supporting the development of the strategic plan/time line program activities related to the award. The Lead Dietitian is responsible for the coordination, development and management of nutrition activities that links the classroom with the cafeteria to achieve the objectives of the award, assist in subcontracted services including budget development, accounting, purchasing, fiscal reporting, needs assessment, county work plan activities; and to collect and maintain documentation, prepare and present reports as necessary related to nutrition education and physical activity promotions in contracted 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 award.
- Design/Develop/Coordinate needs assessments/nutrition surveys for the purpose of program evaluation and adherence to county work plan objectives.
- Collects/maintains documentation of program activities for the purpose of preparing and presenting reports required by the funding source.
- Prepares and submits annual Impact Evaluation Plan proposal and year in report.
- Attends required meetings and trainings for the purpose of program implementation.
- Communicates with both local and state Departments of Public Health for the purpose of interpreting the contract terms and conditions, following guidelines, preparing and monitoring budget to ensure compliance.
- Evaluates and adapts nutrition resource materials and surveys for the purpose of meeting the needs of program participants, reporting requirements and measuring program progress.
- 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.
- 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.
- Performs other duties as related for the purpose of program implementation.
- 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.

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:

- Bachelor's 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.
- Valid Food Manager Certificate

FLSA: Non-Exempt

January 2019

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.