

Humboldt County Office of Education
NUTRITION SERVICES DIRECTOR
Management



Chris Hartley, Ed.D.
Superintendent

Position Summary

Under direction of the Coordinator of Instructional Leadership, the Nutrition Services Director plans, organizes, and conducts a wide-range of nutrition education programs sponsored by the HCOE in collaboration with the California Department of Education, the California Department of Public Health, the Humboldt County Department of Public Health, local schools, farms, vendors, and community-based agencies.

Examples of Duties

- Coordinates the development of marketing and educational materials for schools related to nutrition education;
- Supervises, trains, and evaluates Nutrition Education program staff;
- Assists in implementing services with district and community partners to achieve nutrition program objectives;
- Remains current on research and effective nutrition education and instructional strategies;
- Provides leadership, technical assistance, and consultation services to schools regarding cafeteria operations, school breakfast, lunch and after school programs;
- Develops strategic plan/timeline for in-kind and match activities for contract period and provides overall administration and tracking of progress on scope of work objectives for all grants;
- Maintains and compiles reports used in budgeting, tracking expenses, and other duties related to program management;
- Collects and maintains documentation, prepares and presents all reports as required by program funders and Humboldt County Office of Education (HCOE);
- Attends and participates in meetings as required, maintains related records;
- Assists in development and writing of grants;
- Recommends new procedures and changes in existing procedures governing the implementation and management of the department;
- Prepares and manages assigned budget;
- Serves as a member of Leadership Council;
- Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities;
- Performs other duties as assigned.

Education and Experience

- Registered Dietitian
- Master's degree preferred (M.A., M.S., M.S.Ed.), major study in nutrition or health
- Working knowledge of K-12 education
- Minimum of five (5) years of related experience, preferably in an education setting.

Knowledge of

- Child nutrition programs and their potential application in nutrition education;
- Principles, practices, trends and techniques of quality nutrition curriculum development;
- Instructional methods for teaching nutrition to students, educational staff, child nutrition program personnel, and parents;

- School cafeteria operations, laws, rules and regulations;
- School administrative practices, including budget development and management;
- Strategic planning, program development and other planning techniques;
- Knowledge of current research and practices in school health and nutrition education;
- Office technology.

Ability to

- Work effectively with K-12 educators, cafeteria staff, public and private agencies, vendors, and members of the agricultural community;
- Communicate effectively both orally and in writing;
- Prepare grant applications;
- Work with multiple agencies and programs;
- Manage multiple assignments and deadlines;
- Analyze situations accurately and take appropriate action;
- Research, design, develop and present materials relevant to nutrition education training;
- Input data and apply word processing techniques;
- Prepare clear and complete proposals and reports;
- Work effectively in the absence of supervision;
- Establish and maintain cooperative and effective working relationships with others;
- Travel occasionally for required meetings and conferences.

Physical Requirements *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements

Individuals who serve in management positions provide services in the office, as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

Schedule B/Class: 4

Reviewed: 09/29/17