



Humboldt County Office of Education

NUTRITION EDUCATION INSTRUCTIONAL TECHNICIAN

Job Summary

Under the general supervision of the Regional Nutrition Education Coordinator and Humboldt County Office of Education's Prevention Programs Administrator, the Nutrition Education Instructional Technician provides assistance to local schools and community-based organizations in providing classroom-based nutrition education programs.

Examples of Duties

The Nutrition Education Instructional Technician will work closely with the Regional Nutrition Education Coordinator in completing objectives outlined in the state-approved program scope of work including working with participating teachers and staff to plan and coordinate school-based nutrition education efforts; procuring necessary materials to ensure successful implementation; assisting with gathering, compiling, and tabulating local documentation; attending regional and state-wide meetings to help coordinate local efforts with other state-funded programs; assisting with inservice trainings and collaborating with local community on nutrition-related events; performing other duties as assigned.

Education and Experience

Graduation from high school or equivalent demonstration of basic skills competency and completion of one (1) year of coursework in nutrition and/or comparable experience in providing community nutrition or health education. Basic culinary arts skills also preferred. Must have well-developed verbal and written communication skills, organizational and problem solving skills, and computer data entry skills. Possession of a valid California Driver's License.

Knowledge of:

- Current school-based nutrition-related trends, issues and curriculum standards;
- Local community health organizations and related resources;
- A broad range of nutrition education curricula and instructional materials;
- Typical computer word processing and data management programs.

Ability to:

- Communicate effectively via telephone, electronically, and in person;
- Demonstrate basic cooking and food preparation techniques to small and large groups;
- Gather, develop and/or create grade-level appropriate instructional materials for classroom use;
- Relate well, and to work cooperatively with, a variety of agency and school representatives;
- Work independently and with initiative without direct supervision;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work effectively under varying degrees of stress.

Range: 32

Personnel Commission Approved: 9/9/03

GTE:gb 9/4/03

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