

HUMBOLDT COUNTY OFFICE OF EDUCATION

Nutrition Education Specialist



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Superintendent

Job Summary

Under the direction of the Nutrition Education Coordinator and School Support Program Manager, the Nutrition Education Specialist will work with county and district school staffs to implement nutrition education programs and promote regular physical activity in qualifying schools and county based programs.

Examples of Duties

The Nutrition Education Specialist will work closely with the Nutrition Education Coordinator in completing objectives outlined in the program scope of work. Examples of duties include:

- Organizes and assists teachers and after-school coordinators with implementation of nutrition education within the classroom and after-school setting.
- Plans and conducts nutrition education to parent groups upon request.
- Works directly with Project Coordinator to design and conduct staff development opportunities on nutrition education topics.
- Disseminates program information to appropriate groups and individuals.
- Provides technical assistance to school districts in developing federally mandated school wellness policies.
- Evaluates and adapts as needed nutrition education materials for classroom instruction.
- Co-writes and prepares informational, statistical, and narrative reports under the direction of Nutrition Education Coordinator.
- Supports community efforts toward nutrition education and physical activity promotion by collaborating with community groups/coalitions.
- Confers with Nutrition Education Coordinator regularly to report and discuss status of program objectives and activities.
- Attends program related meetings and conferences as needed.

Education and Experience

Must have certification as a Registered Dietitian and a minimum of two years' experience working in the field of nutrition education. Previous experience working in educational setting is desirable but not required.

Knowledge of:

- General principles of nutrition and their application to the well being of school age and pre-school children;
- California Department of Education Health Framework guidelines as they pertain to the nutritional needs of public school students;
- Appropriate nutrition education curricula and instructional materials;
- Typical computer word processing and graphics display programs.

Ability to:

- Communicate effectively both orally and in writing;
- Research, design and make oral presentation to small and large groups;
- Plan and implement developmentally-appropriate programs for adults and children;
- Establish and maintain effective, positive, and cooperative relationships with those contacted in the course of work;
- Maintain records, compile and verify data;
- Work effectively in the absence of supervision;
- Adapt to changing work demands;
- Manage task priorities to meet deadline;
- Work effectively under varying degrees of stress.

Range 54

Personnel Commission Approved 9/22/05

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