



T U L S A

PUBLIC SCHOOLS

Job Title: Nutrition Educator, Child Nutrition

Department: Child Nutrition
Reports To: Child Nutrition Director
Grade: CA-17
Number of Days: 200
Security Access: All
Current Date: November 21, 2016
Overtime Status: Non-Exempt

Position Summary: This position will provide appropriate, interactive nutrition education for students of all ages, as well as nutrition training for teachers and the child nutrition education department. Nutrition curriculum, teaching aids and resource materials will be developed, implemented and evaluated. Principals and teachers will be contacted to schedule classes and provide feedback for improvement. Topics on nutrition will be prepared for the menu and website for public information. All nutritional education activities and resources will be budgeted for this position. All dietary modifications for students will be maintained by this position. This position serves as a resource for the department in regard to nutrition requirements for product specifications and menu.

Minimum Qualifications:

- Bachelor's degree in Nutrition, Education or related field.
- Experience in nutrition education/teaching in the classroom.
- Some experience in community nutrition, public health or food service operations for children.
- Registered, Licensed Dietitian is a plus.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assess the nutrition education needs of the District and coordinate/integrate nutrition education with the district curriculum.
- Assist with and develop and implement current nutrition education curriculum.
- Develop, select, and make teaching aids and resource materials for classroom nutrition education and other group education activities.
- Coordinate the distribution of nutrition resource materials.
- Serve as community resource in the area of nutrition education to parents, students, health service and other community groups.
- Assist in the development, coordination and production of teaching materials.
- Conduct nutrition education classes at all levels for all schools.
- Contact school administrators and promote nutrition education classes.

- Develop schedule of classes to conduct.
- Develop and conduct training courses for teachers regarding nutrition education and nutrition related topics.
- Evaluate effectiveness of nutrition education programs based on educational research findings using instruments and other techniques.
- Be responsible for budget for nutrition education activities, resources, nutrition instructors, and special diet food items.
- Develop nutrition articles for the menu and Child Nutrition website.
- Involve and utilize community dietetic interns in the promotion of nutrition.
- Develop nutritional education training for Child Nutrition employees.
- Chair District Wellness Committee.
- Oversee all special diets for Child Nutrition Program.
- Develop nutritional specifications for bids.
- Review bids for compliance with nutrition specifications.
- Review menus for compliance with menu requirements.
- Develop or utilize existing nutrition education materials for use in the cafeteria.
- Attend State training in regard to nutritional standards.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have basic knowledge of computer hardware & operating systems.
- Strong knowledge of Windows and computer network applications.

Supervisory Responsibility:

- Nutrition Instructors

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Stand on feet for long period of time.
- Office, work in kitchen maybe required.
- Commuting during the day is required

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