

Class Concept

Positions in this class are responsible for technical assistance and monitoring of public, private, charter, residential, Federal and residential schools that are receiving Federal Child Nutrition funds. Positions provide consultation and technical assistance on program policy to local health agencies and to support quality assurance of nutrition programs through program monitoring and evaluation. Positions are responsible for performing nutrition and diet-related technical assistance and compliance audits in an assigned region of the state in accordance with Federal and State law, United States Department of Agriculture (USDA) regulations and State Board of Education (SBE) policies. Positions promote the development of new programs and activities to improve the nutrition and health status of women and children. The technical assistance and compliance audits focus on menu formulation, meal patterns, nutritional analysis, food safety and defense, therapeutic diets, and child wellness. Positions also provide interpretation of policy through consultation and continuing education and perform outreach activities with health, nutrition, and food-related organizations and associations. Other specialty roles included in this class are Coordinator for Continuing Education and Resource Development and Continuing Education and Resource Development Specialist. Positions report to a Nutrition Supervisor or a Nutrition Director.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough understanding and knowledge of the Federal, State and local Child and Women Nutrition regulations, policies and procedures.
- Thorough knowledge of the theories and principals of nutrition and its impacts on disease pathophysiology.
- Thorough knowledge of nutrient analysis protocols, therapeutic diets, menu planning and meal pattern requirements.
- Thorough knowledge of food safety and defense practices, including HACCP requirements;
- Considerable knowledge of quality and quantity food production;
- Considerable knowledge of food systems management.
- Ability to promote a nutrition program in an assigned area through various meetings with community groups.
- Ability to plan and conduct continuing education programs for nutrition administrators, directors, supervisors, and staff.
- Ability to research and develop continuing education programs.
- Ability to maintain cooperative working relationships with school administrators and Child Nutrition personnel.
- Ability to learn and operate specialized nutrition technology systems and software.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution, preferably in nutrition, food sciences, food systems management or comparable nutrition related field and three years of experience in the field of nutrition, or food systems management, preferably in a Nutrition environment; or three years of experience in the development and implementation of nutrition continuing education programs, or an equivalent combination of education and experience.

Registered Dietitian through the Commission on Dietetic Registration of the American Academy of Nutrition and Dietetics is required.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.