

**Tulare County Office of Education  
JOB DESCRIPTION**

**Job Title: Nutrition Network Project Coordinator (2597)**

**Job Summary:**

The job of Nutrition Network Project Coordinator is done for the purpose/s of directing the program activities of the Local Incentive Award funding. The Project Coordinator will develop and manage nutrition activities that link the classroom with the cafeteria to achieve the objectives of the Local Incentive Award funding; and to collect and maintain documentation as necessary to present reports related to nutrition education and physical activity events in selected school districts in Tulare County.

**Essential Functions:**

- ▶ Collects/maintains documentation of program activities for the purpose of preparing and presenting reports as required by the funding source.
- ▶ Designs/develops needs assessments/nutrition surveys for the purpose of developing programs which will meet the needs of participants and will achieve the objectives for the Local Incentive Award funding.
- ▶ Develops nutrition/physical activity curriculum for the purpose of improving the nutrition practices and levels of physical activity of students, parents and community.
- ▶ Develops nutrition/physical fitness policies for the purpose of improving the nutritional practices and levels of physical activity of program participants.
- ▶ Develops staff development training in the areas of nutrition/physical fitness for the purpose of improving the nutritional practices and levels of physical activity of students, school staff, parents and community.
- ▶ Develops strategic plan/timeline for Local Incentive Award funds and match activities for the contracted period of time for the purpose of improving the nutritional practices and levels of physical activity of students, school staff, parents and community.
- ▶ Develops/assists Tulare County Office of Education staff and district staff in program development for the purpose of creating a program which improves the nutritional practices and levels of physical activity and meets the needs of participants.
- ▶ Develops/manages nutrition activities that link the classroom with the cafeteria for the purpose of achieving the objectives of the Local Incentive Award funding.
- ▶ Develops/monitors Local Incentive Award funding budget for the purpose of implementing program goals and ensuring funds are spent according to the Local Incentive Award guidelines.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - ▶ research, design, develop and present materials;
  - ▶ learn, interpret and apply nutrition-related policies in school districts;
  - ▶ collaborate effectively, orally and in writing;
  - ▶ prepare clear and complete proposals.
- ▶ **Knowledge of:**
  - ▶ general principles of nutrition/physical fitness and their application to the well being of school-age and pre-school children;
  - ▶ use of modern office equipment;
  - ▶ current information and resources related to nutrition and the principles of physical activity relating to overall health benefits.
- ▶ **Ability to:**
  - ▶ work collaboratively with participating districts, students, parents and community members;
  - ▶ manage a program
  - ▶ research, design, and develop nutrition education materials and physical activities.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking and 25% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience Required:**

- ▶ Job related experience within specialized field is required.

**Education Required:**

- ▶ Bachelors Degree in job-related area.
- ▶ Masters Degree preferred.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Registered Dietician preferred.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA:** Exempt

**April 2003**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work

in the United States in compliance with the Immigration Reform and Control Act.