

HEALTHY CALIFORNIA GRANT SPECIALIST

DEFINITION

Under general supervision of the Administrator of Food and Nutrition Services, performs work collaboratively with certificated and classified staff in the development of curriculum for nutrition education and physical activity interventions in a variety of different channels/venues; identifies links to curriculum and health content standards of existing materials; and performs other duties as assigned.

CLASS CHARACTERISTICS

The incumbent works independently, attends conferences, and evening and weekend meetings in and out of the District as required. This position is funded by the Network for a Healthy California (Network) Grant.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Implements goals and objectives within the Network's scope of work utilizing a team approach. *E*

Assists in collaboration to develop lessons that align to all California content standards and national health standards and address educational issues and trends of technology. *E*

Assists in the alignment of curriculum and health content standards to existing and newly developed materials. *E*

Collaborates with the Nutrition Specialist in the review and selection of nutrition education instructional materials appropriate for use with the students. *E*

Assists with quarterly meetings/training for Network liaisons. *E*

Assists with implementation and collection of evaluation measures as required by the Network and/or the District. *E*

Serves as a resource for and provides assistance and information on nutrition education and physical activity to teachers and administrators of the District. *E*

Provides staff training and parent workshops at eligible school sites. *E*

Promotes the professional growth and development of teaching staff with regard to nutrition education. *E*

EXAMPLES OF DUTIES (cont.)

Envisions and articulates future program needs and identifies strategies and solutions for addressing those needs. *E*

Collaborates with teachers and curriculum coaches with all content areas to foster and support powerful integrated nutrition education that addresses multilingual and multicultural instruction. *E*

Develops tools and resources that align to the content standards to support quality nutrition education instruction and assessment. *E*

Establishes and maintains collaborative and supportive internal and external partnerships that support student growth and achievement in nutrition education. *E*

Addresses the issue of race/ethnicity, language, culture and underserved population as they impact nutrition education instruction in the classroom. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Complex principles of nutrition, food safety, and sanitation;
2. Working collaboratively with certificated staff to develop curriculum materials;
3. Operating standard office equipment, a personal computer, and word processing equipment using related software;
4. English usage, spelling, grammar, and punctuation;
5. Reading and writing skills;
6. Appropriate safety precautions and procedures;
7. General principles of training and supervision;
8. Effective public relations, interpersonal and communication skills using tact, patience, and courtesy; and
9. Understanding the needs of diverse student populations.

Ability to:

1. Co-present with certificated staff;
2. Facilitate groups and conduct professional development;
3. Coach and model nutrition lessons;
4. Work collaboratively with staff, parents, and community;
5. Operate a computer using programs such as Microsoft Word, Power Point, Microsoft Publisher, graphics, internet, spreadsheet, and other related software;

Ability to: (cont.)

6. Meet the public with tact and courtesy both in person and on the telephone;
7. Analyze problems, develop sound problem-solving models, arrive at sound solutions to problems;
8. Communicate effectively both orally and in writing;
9. Understand and carry out oral and written instructions;
10. Work independently and in a team setting;
11. Operate a vehicle observing defensive driving practices;
12. Establish and maintain effective relationships with those contacted in the course of work; and
13. Maintain work pace appropriate to given workload.

EDUCATION AND EXPERIENCE

A Bachelor's degree or course work in nutrition, health or closely related field; experience in nutrition education; a minimum of five years instructional and training experience in a K-12 school setting and public school experience is desirable.

WORKING CONDITIONS

Environment:

Food service, classroom, and office environment.

Physical Abilities:

Standing for extended periods of time; moderate lifting, carrying and/or pushing 25-50 pounds with assistance; functions may require maintaining physical condition necessary for walking, standing, bending, kneeling or sitting for prolonged periods of time; hearing and speaking to exchange information and make presentations, reaching overhead, above the shoulders and horizontally, bending at the waist, and seeing to read and explain classroom assignments.

Hazards:

Exposure to dust, gases, odors, fumes; walking around and with machinery having moving parts; dissatisfied or abusive individuals; marked changes in temperature or humidity; exposure to detergents, abrasives, cleaning solvents, and disinfectants; extreme weather conditions.