

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

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| 1. | JOB TITLE: | Nutritional Program Supervisor |
| 2. | DEPARTMENT: | Office of Food and Nutrition |
| 3. | IMMEDIATE SUPERVISOR: | Department Designee |
| 4. | PAY GRADE: | 43 |
| 5. | JOB CODE: | 8470 |
| 6. | BARGAINING UNIT: | 8 |
| 7. | POSITION AUTHORIZED: | Board Item D-22, July 12, 2017 |
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OCCUPATIONAL SUMMARY

Develops, manages and coordinates nutrition education programs as a core function of the Office of Food and Nutrition to support and promote a healthy school environment, school meal programs and student achievement.

EXAMPLE OF DUTIES

1. Develops and provides support activities related to the promotion of healthy living habits for students, staff and the school community.
2. Coordinates and serves as liaison on the District Wellness Advisory Committee and serves as liaison for the Office of Food and Nutrition for school, district, community and affiliated organizations related to healthy school programs.
3. Develops nutrition promotional and incentive campaigns, surveys, and evaluations for students and the school community.
4. Manages all nutrition initiatives for the Office of Food and Nutrition to align with District Strategic Goals and conform to all applicable state and federal guidelines pertaining to child nutrition programs.
5. Works directly with district, school site and area staff, committees, groups, and individuals in explaining, interpreting, and implementing the district's implementation of policies and a healthy school environment.
6. Develop, manage and maintain community partnerships related to nutrition education and food service programs to positively impact students throughout the district.

7. Researches and benchmarks current nutritional standards for food items and programs to maintain current knowledge in health promotion and nutrition education provided in district wellness programs.
8. Develops and initiates nutritional awareness activities for the district and schools that supports effective food service operations and student learning.
9. Works with other district departments to design a comprehensive plan for the implementation of appropriate physical activities in combination with health choices in food consumption.
10. Makes recommendations for programs that promote an educational eating environment and maintain nutritional integrity for students at all grade levels throughout the district.
11. Supports all activities/goals of the Office of Food and Nutrition.
12. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Business Administration, Health, Physical Education, Education, or related field.
2. Minimum of three (3) years administrative experience, department head, or other leadership experience in a related field preferred.
3. Demonstrated ability to communicate effectively in both oral and written forms.