



**POSITION DESCRIPTION**

<b>JOB TITLE: Head Start Nutrition Coordinator</b> Job Class: 1528		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT: ASC</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) The nutritionist is responsible for providing training, technical assistance and guidance to the Head Start program staff, parents and volunteers to ensure that they fully understand and support the goals of the nutrition component so that the nutritional needs of preschool aged children can be met. The nutritionist is responsible for ensuring that the nutrition program meets the standards determined by ACYF, USDA and Head Start.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Plans, monitors and evaluates the nutrition related activities of the classroom so as to ensure compliance with federal USDA and Head Start policies. Monitors and provides a written report of each classroom twice per year.
2. Develops and staffs a Nutrition Component Committee to advise the program administrator.
3. Develops and updates annually a written nutrition plan as a local guide for staff. Collaborates with the School Nutrition Services Department in local menu planning.
4. Assesses the nutritional status and special needs of children and their families using the children's social service and health records.
5. Collaborates with the health care coordinator in completing children's heights and weights and plotting their growth charts twice each year.
6. Provide counseling and or referral services to parents and staff to help meet special nutritional needs of the children; but also considers the ethnic and cultural food preferences of the children and their families.
7. Coordinate training and technical assistance to the Nutrition Component Committee, Policy Council, parents, staff and other work groups involved in nutrition related tasks.
8. Establishes, maintains and updates a resource library of nutrition related materials for staff and parents.

9. Assists classroom teachers in developing similar nutrition activities and resources.
10. Collaborates with community agencies for nutrition related services.
11. Collaborates and plans with the total Head Start coordination team members for effective delivery of services.
12. Provides written monthly and quarterly reports to the Head Start administrator.
13. Participates in the program's annual internal self assessment process.
14. Conducts inventory of the program's property.
15. Contributes in the total effort of keeping the program's Average daily Attendance (ADA) at the required 85 percent daily.
16. Actively supports the MPS Strategic Plan.
17. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Head Start Program Director

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Must meet the educational and training requirements for membership and registration in the American Dietetic Association or have a BA/BS degree with a major in food and nutrition or be a home economist who meets the requirements in experience section.

**Experience Requirements**

One year experience in community nutrition including services to children zero to six years old. Required experience could have been concurrent with or a part of training.

**Knowledge, Skills, and Abilities**

Ability to identify nutritionally high-risk children based on written data provided by parents together with health data and personal observation. Effective oral and written communication skills are required. Skilled at organizing resources and establishing priorities.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Neighborhood community office environment and normal kitchen and classroom environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Must have vehicle and be willing to travel within the city.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**