



For the future of every student

## **CLASS TITLE: REGISTERED DIETITIAN**

### **BASIC FUNCTION:**

Under the direction of the Director of Food and Nutrition Services this grant-funded position conducts nutrition education program planning, development and documentation for the Nutrition Network contract and California Department of Education Team Nutrition Grant; validates all nutrition education materials prior to dissemination; provides in-classroom presentations to students and training to personnel to encourage healthy and nutritional eating habits. In a lead capacity, coordinates the activities and work flow of the Nutrition Education Specialists and assigned clerical staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES**

Provides nutritional expertise for the development and planning of Network for a Healthy California activities and programs.

Researches, develops, and executes staff development trainings for Nutrition Specialists, food service employees, teachers and administrators.

Reviews Network contract to ensure proper documentation is maintained based on Scope of Work objectives.

Co-writes interim and final progress reports for Nutrition Network Contract. Remains current on nutrition research to implement effective nutrition education strategies and evaluative measures.

Evaluates and determines nutrition education materials distributed to students, staff, teachers, administrators, parents and community members.

Adapts, creates, and designs nutrition-based educational handouts, newsletters, and electronic presentations.

Manages and presents parent education workshops and/or classes throughout the district.  
Evaluates nutrition education lessons for classroom use.

Conducts nutrition education lessons in the classroom and/or models lessons for teachers throughout the district.

Coordinates and oversees Nutrition Advisory Councils at each participating school site.

Provides nutrient analysis of Harvest of the Month produce and recipes. Coordinates and writes the information released to media and website contacts.

In a lead capacity, coordinates, and monitors workflow of Nutrition Specialists and assigned clerical staff; trains and provides work direction and guidance to assigned personnel; assign employee duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

## **OTHER DUTIES**

Performs other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Principles of good nutrition for adults and the student population; quality of food preparation and service; food handling.

Safety and sanitation standards and techniques.

Food terminology, markets and commodities

Federal and state laws and regulations governing Child Nutrition Programs and requirements of the Nutrition Network contract.

Educational techniques for all age groups.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment and specified software.

Principles of training and providing work direction.

Modern office practices, procedures and equipment.

Principles and techniques of organization, administration and human resources.

### **ABILITY TO:**

Understand and explain complex nutrition concepts.

Analyze nutritional needs of community.

Demonstrate and teach proper food preparation emphasizing nutritional content.

Plan, coordinate and monitor nutrition and health education activities.

Provide training to personnel in establishing and maintaining healthy and nutritious food service programs.

Maintain current knowledge of laws, rules and regulations related to assigned activities.

Travel to various district facilities and network meetings and occasionally throughout the state.

Communicate effectively both orally and in writing.

Work independently and effectively with little direction.

Operate a computer and assigned software.

Create and deliver presentations utilizing appropriate software such as Powerpoint.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with all levels of district personnel, employees and community representatives, vendors, students, and public.

Implement activities and ensure the completion of contract objectives, goals and procedures.

Design and implement program assessment procedures;

Prepare and conduct effective training courses for various groups of people.

Maintain regular and consistent attendance.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in dietetics, nutrition, food science, food production or public health. Active status as a Registered Dietitian required.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid and current registration as a Registered Dietitian (R.D.)

A valid California Class C driver license.

An automobile to be used in the course of work, which meets the current legal requirements for vehicle operation, including proof of insurance.

**WORKING CONDITIONS:****ENVIRONMENT:**

Primarily indoors, alternating work locations from classroom to cafeteria and school gardens.  
Constant and continual interaction with students, staff, parents and community members.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Sitting, standing, walking and bending for extended periods of time.  
Seeing to read a variety of materials.  
Exert up to 25 pounds of force frequently to lift, carry, push, pull or otherwise move objects  
Manual dexterity to operate equipment to carry out the essential duties of the position