



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Nutrition Education Program Supervisor</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As Assigned</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board	<b>11/17/14 and 11/18/14 01/28/15</b>	SALARY GRADE:	<b>Schedule: 54 Range: 69</b>

**BASIC FUNCTION:**

Plan, organize and oversee the District cooking and garden program funded by the Network for Healthy California grant; coordinate grant requirements for the District; train and evaluate the performance of assigned staff including staff providing on-site classroom instruction.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Plan, organize and oversee the District cooking and garden program funded by the Network for Healthy California grant; oversee and provide support and resources for cooking and garden staff, classroom teachers, and after school staff; oversee, assess and update current curricula; develop and make program changes as needed
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements; conduct staff meetings, observations and trainings; assure proper coverage of absent staff
- Oversee the scheduling, outreach, registration and facility use for parent nutrition cooking classes for the Family Nutrition Program; visit school sites, attend events, prepare e-communications, and follow up on calls and inquiries
- Prepare a variety of documents, records, lists, and reports in support of program operations and grant requirements; prepare correspondence; prepare annual impact outcome evaluation report
- Coordinate annual program evaluation activities per Network guidelines
- Serve as an informational resource to concerning program-related policies, procedures, objectives and activities; develop and maintain a variety of community partnerships; respond to inquiries and provide information as requested
- Participate in the preparation of the department grant budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare invoicing and reporting for the District; oversee the preparation of purchase orders

- Operate a variety of standard office equipment including a telephone, copier, computer and assigned software; drive a vehicle to various sites to conduct work
- Attend a variety of meetings, training sessions, workshops, conferences and seminars
- Oversee and participate in a variety of special projects as assigned
- Oversee and participate in updating webpage content with the District's Information Technology Department as needed

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of supervision and training

Policies and objectives of assigned programs

Budget preparation and control

Requirements of the Network for a Healthy California grant

Applicable federal, State and local laws, regulations and court decisions applicable to assigned area of responsibility

Nutrition education and/or school garden curricula

Public outreach and involvement techniques

Record-keeping techniques

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Modern office practices, procedures and equipment

Operation of a computer and assigned software

Public speaking techniques

**ABILITY TO:**

Plan, organize and oversee the District cooking and garden program

Coordinate grant requirements for the District

Train and evaluate the performance of assigned staff including staff providing on-site classroom instruction

Evaluate and determine need for curricula or program changes

Analyze situations accurately and determine appropriate course of action

Prepare and maintain records, lists and reports related to assigned activities

Interpret, apply and explain rules, laws, regulations, policies and objectives of assigned programs

Interpret and respond to internal and external customer needs and expectations

Coordinate and integrate multiple program work activities to meet established time lines

Meet schedules and time lines

Work independently with little direction

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned software

Plan and organize work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in education, public health, public administration or related field and four years of increasingly responsible experience in the planning, organization and implementation of program activities

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

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 for extended periods of time

Seeing to read a variety of materials

Bending at the waist, kneeling or crouching