



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

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Nutrition Education Program Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As Assigned</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 52</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform specialized duties in the planning, implementation, coordination, administration and programmatic support for the District Garden and Cooking Program.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform specialized duties in the planning, implementation, coordination, administration and programmatic support for the District Garden and Cooking Program; provide support and resources for cooking and garden staff, classroom teachers, and after school staff; assess and update current curricula
- Coordinate the scheduling, outreach, registration and facility use for nutrition/cooking classes: 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; and prepare correspondence
- Support coordination of program evaluation activities including collaborating with evaluation consultants and evaluation administration, and submission of reports
- Serve as an informational resource concerning program-related policies, procedures, objectives and activities; respond to inquiries and provide information as requested; provide nutrition education materials, and training and support to various District and school staff
- 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
- Perform a variety of special projects as assigned
- Update Program webpage content with the District's Information Technology Department as needed

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Policies and objectives of assigned programs

Applicable federal, State and local laws and 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:**

Perform specialized duties in the planning, implementation, coordination, administration and programmatic support for the District cooking and garden program

Coordinate the scheduling, outreach, registration and facility use for nutrition and cooking classes

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

Take detailed meeting notes

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, school garden, and kitchen 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 or kneeling