



EMPLOYEE NAME: _____

Created: 2/15, Revised 6/16; 5/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Assistant Director Wellness, FNS	JOB CODE: 630F
DIVISION: Business Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 238
REPORTS TO: Executive Director, Food and Nutrition Services	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervise, plan, direct, assess, implement and evaluate the Food and Nutrition Services District program in order to meet the nutrition and wellness needs and nutrition education requirements of children while adhering to all local, State and Federal regulations; serve as wellness leader and expert; develop and oversee Department communications.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; applicable Master Degree required within three years from date of assuming position
2.	Certification/License Required: Registered, Licensed Dietitian required; valid Georgia Driver’s License required; ServSafe Certification required within the first year of employment; must be eligible for a GaPSC Induction Certificate in the field of School Nutrition Director (see GaPSC Rule 505-2-.04 Induction Certificate) minimum of bachelor’s degree or higher from a GaPSC accepted accredited institution – at date of hire. Must obtain a GaPSC Standard Professional Certificate in the field of School Nutrition Director at master’s degree level – level five (5) or higher from a GaPSC accepted accredited institution) based on meeting Georgia’s Standards of Conduct (GaPSC Rule 505-2-.24 Special Georgia Requirements) and completion of the required certification program) – within three (3) years from assuming position.
3.	Experience: 3 years combined experience in supervision, management, communications, wellness, operations and employee skills development; food and nutrition service experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, including visiting construction sites, exposure to extreme cold and/or heat, and driving personal vehicle
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning, organization, training

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises and evaluates clerical support staff.
3.	Oversees and maintains contract for dietetic interns; supervises and evaluates dietetic interns’ performance.
4.	Develops and oversees department communications for the District.
5.	Oversees District Wellness Steering Committee including establishing recommendations for the development and maintenance of the District Administrative Rules and District Wellness Policies to ensure compliance with local, State and Federal regulations.
6.	Provides technical assistance to District on wellness related topics.
7.	Manages District Wellness Support website content, compiles District wellness data and coordinates with District Wellness representatives at all schools to ensure compliance with local, State and Federal regulations.
8.	Provides technical assistance and training by conducting monthly manager’s meetings, in-service programs and training workshops for food service personnel.
9.	Represents District and attends local, State, and National meetings to gain knowledge beneficial to the continued progress of the district wellness programs and provide effective staff development to support and

	enhance program efforts; serves on local, State, and National teams and committees.
10.	Compiles and submits applications for Department awards and grants.
11.	Establishes and communicates programs to assure the integration of the FNS program into the total educational experience via promotions, special functions and nutrition education for the District; serves as the District expert in the development and presentation of nutrition education materials and activities to increase participation of all customer groups.
12.	Collaborates with school administration and provides responses to customer issues based on local, State, and Federal regulations.
13.	Assists in interviewing and selecting Food and Nutrition Services staff.
14.	Produces and administers department recognition programs for the District.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____