



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 1613

ASSISTANT DIRECTOR, CHILD NUTRITION PROGRAMS

GRADE M

SCOPE OF WORK:

Work activities are associated with assisting the director of Child Nutrition and Food Distribution Programs with the administration of nutrition education programs that provide children and low-income individuals access to nutritious meals. These programs are administered by the Department of Public Instruction.

DUTIES PERFORMED:

- Plan, develop, implement, and maintain nutrition education programs.
- Assess nutrition education services and needs on a statewide basis; assess professional development needs in nutrition education.
- Develop projects that promote nutrition and educate program participants about nutrition standards.
- Establish and coordinate joint projects and partnerships in nutrition education and development and implementation of health standards; ensure effectiveness of joint projects; oversee nutrition standards continuous improvement process.
- Coordinate efforts with department staff and organizations to provide professional development in nutrition education programs for teachers of all disciplines; evaluate nutrition education curriculum; establish competencies and criteria for certification and credentialing in nutrition; manage the Pathways training series.
- Prepare and disseminate information in oral and written form to staff, school district personnel, program participants, and the public to include such materials as policy/procedure guidance documents, technical assistance manuals and guidance, handbooks, brochures, and workshop materials; oversee the development and selection of nutrition-related materials.
- Participate in planning and development of proposals for grant awards and nutrition-related initiatives; make recommendations to the director; manage grant activities and funding.
- Participate in unit planning activities; monitor unit progress toward established goals.
- Develop goals, objectives and grant budgets for the nutrition education and training program.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

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ND Class Description
Assistant Director, Child Nutrition Programs

Requires a master's degree in nutrition, three years of nutrition education and management experience, and licensure as a registered dietitian.

Eff. Date: 3/91

Rev: 10/96 - Rewritten in current format

Rev: 12/02 – Revised duty statements, reviewed grade (no change)

Rev: 7/12 – Conversion to Hay System