



SJCOE
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Job Description

POSITION TITLE: Program Manager III #6096
Head Start Nutrition Specialist
Head Start San Joaquin
Professional Learning and Support

SALARY PLACEMENT: Management Salary Schedule
Range 10

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in nutrition, public health administration, or a field closely related to the knowledge and abilities requirements of this classification. A Registered Dietician (RD) credential is required.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience administering or coordinating community nutrition, public health nutrition, or similar nutrition programs in a multi-site program, such as Head Start or a similar early childhood education program serving low income families, including at least 2 years of experience in nutrition service administration. A Master's Degree in a closely related field. Bilingual in Spanish. Previous experience serving in a leadership position with early care/preschool educators working in subsidized programs, including both public agencies and non-profit community-based organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of state and federal laws and regulations governing Head Start and Early Head Start program nutrition services; USDA food program guidelines; Head Start Performance Standards and related federal legislation; Head Start Act; Community Care Licensing (Title 22) regulations; methods in assessing and evaluating the quality and delivery of nutrition services; human development including prenatal, infant, toddler, preschool, and maternal nutrition; ethics in relation to child and family nutrition and health; staff development.

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents advanced management positions and has three levels.

SUMMARY OF POSITION:

Under the direction of the Head Start Director, provides technical expertise and consulting to Head Start San Joaquin and its educational partners in essential areas of development and learning used by delegate agencies to establish school readiness goals for children, monitor children's progress, align curricula, and conduct program planning; provides support in the content, structure, and delivery of nutrition services for children and families enrolled in the Head Start and Early Head Start programs; in coordination with the Head Start San Joaquin Team Leaders and educational partners, provides technical direction in the establishment of new nutrition programs, monitoring, redesigning, and updating of established programs, and staff development and in-service methods and techniques; direct services methods; assessment techniques used to consult with assigned agencies on identifying strengths of children and families; community resources including family support services, emergency and crisis services, and child protective services; cultural differences that influence parenting skills and family environments; techniques for

advising parents and children in nutrition service areas; data collection and analysis; and applicable computer software as related to report writing, record keeping and analysis.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Develop content, policies, and procedures for nutrition services, to meet local, state and federal regulations.
14. Facilitate coordination between partner agencies, and public and private nutrition service organizations to address the needs of enrolled children and their families.
15. Interprets research findings, community assessment data, and Head Start Program Performance Standards to develop program guidelines.
16. Provide input to the revision of annual nutrition plans.
17. Reviews nutrition service plans of partner agencies and monitors the implementation of program goals and objectives for compliance with local, state, and federal regulations.
18. Monitors partner agencies to ensure family nutrition and health confidentiality criteria is adhered to.
19. Reviews and recommends for approval partner agency staff development and in-services training programs related to nutrition services.
20. Advocate for high nutrition standards or those in need of specialized nutrition options.
21. Develop informational materials for assigned partner's use in work related to improving the nutrition of children.
22. Provide nutrition staff with support materials and resources.
23. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.