

CHILD NUTRITION PROGRAM ASSISTANT

Under the supervision of assistant directors, employees in this class provide statewide administrative and technical assistance to Child Nutrition personnel, LEA administrators, regional directors, non-school program directors and sponsors. Employee provides assistance via consultation and interpretation of the State and Federal regulations governing the particular program to which the employee is assigned to Child Nutrition personnel in the various regions, regional directors, and program administrators. An employee at this level stays abreast in the assigned area of expertise (school nutrition programs, child care program, summer food service program for children, nutrition education, procurement, processing), changes in rules, regulations, and policies and performs other administrative duties as assigned by the assistant directors.

I. DIFFICULTY OF WORK:

Variety, Scope, and Intricacy - Employee performs a variety of duties as assigned by the assistant director. Employee may assist in agencies' responsibility agreements, regulations consultation and interpretations, in conducting workshops, and preparing various Federal and State reports.

Subject Matter Complexity - Employee must have a specific knowledge of the program. State and Federal guidelines and regulations, and the division's operational policies and procedures.

Guidelines - These include USDA and North Carolina laws, regulations, and policies, North Carolina and USDA program aids, and other professional materials and guidance from the assistant director, State and Federal regulations, as well as the policies and procedures of the division and other reference materials.

II. RESPONSIBILITY:

Nature of Instructions - Employee performs specific duties and responsibilities as assigned by the assistant director on an ongoing basis.

Nature of Review - Daily reviews may occur, depending upon the nature of the assigned project. Work is directly reviewed by the assistant director.

Scope of Decisions - Administrative and technical assistance provided directly affects the LEA administrators, directors of child nutrition programs, the nutritional status and education of all pre-school and school age children in North Carolina genera determined during the administrative unit evaluations.

Consequence of Decisions - Work has a substantial impact on the specific program assigned if erroneous information is passed to local educational administrators, regional directors, school food personnel, and local program sponsors in the community.

III. INTERPERSONAL COMMUNICATIONS

Scope of Contacts - Employee has contact with regional directors, local educational administrators, non-school program sponsors, other State agencies, division staff members, and assistant directors.

Nature and Purpose - Employee assists the assistant director via performing those assigned tasks (i.e., policy interpretation, developing workshops) which would aid in providing clarity and direction for the implementation of groups in the various programs.

IV. OTHER WORK DEMANDS:

Work Conditions - Work occurs in offices, LEA's, community colleges and universities, and classrooms.

Hazards - Bodily injury is unlikely unless it occurs during the travel.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - General knowledge of the trends and developments in food economics, child nutrition, and education. Knowledge of State and Federal laws, rules, and regulations pertaining to the specific child nutrition program area. Knowledge of the basic policies and objectives of the division. Knowledge of administrative techniques and procedures. Ability to communicate effectively and establish rapport with a variety of professionals and paraprofessionals.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in foods and nutrition, institutional management, home economics, or a related area, and three years of experience in a related field of work; or an equivalent combination of education and experience.