

**Leon County Public Schools
Classification Specification**

Salary Grade 25

Summary Information:

Classification Title: Dietitian

Date Prepared: 06/2013

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

465	Food Service Operations Management	Coordinate and administer the preparation of food and operation of cafeterias.
460	Menu Planning	Plan menus and food needs. Standardize recipes and food specifications.
464	Food Program Inspections	Perform on-site visitations to and inspections of cafeterias.
363	Audit-Food Service Program	Conducts audits of school food service operations.
462	Food Program Compliance	Ensure food program compliance with requirements of federal, state, and local agencies and internal standards.
081	Project Administration (Nongrant)	Control and monitor projects, oversee administrative details, such as contract billings, project budgets, status reports, etc. Excludes grant administration.
091	Grantsmanship	Seek funding from the federal and state governments for special programs.
094	Grant/Program Reporting	Prepare status and/or final reports for funding agencies.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
006	Long-Term Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.

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003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
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Activity Name (Cont.)

004	Staff Development	Develop and train staff. Perform needs analysis, arrange, coordinate, deliver, evaluate, and/or monitor staff development.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
047	Professional Meetings	Attend professional association meetings as required.
050	Management Analysis	Analyze organization structure, staffing levels, and operations. Conduct internal consulting projects.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on non-educational programs and performance.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
074	Develop Administrative Procedure and Practices	Develop maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws and standards for the district (e.g. personnel, accounting, payroll, purchasing, etc.).
321	Analysis of Budget Requests	Review and analyze budget requests from schools and support departments. Make recommendations on funding and staffing levels. Prepare analytical reports on budget requests.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	M.A. Degree or M.S. Degree with three years related experience or B.A. Degree or B.S. Degree with five years related experience. School Nutrition Specialist Certification required.
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

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Effective Date:

08/28/2013
Amended: 07/28/2015

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Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> • Developing Multi-year Strategic and/or Operational Plans • Developing Annual Budgets • Policy Development • Controlling Expenses • Coordinating Resources • Decision making • Delegation • Individual/group leadership • Interpersonal (working with groups) • Knowledge of Business/organizational systems • Negotiating and/or persuading others to take action • Promoting safety • Supervising, coaching and developing employees 		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> • Checking grammar/punctuation • Filing • Perceiving detail in checking information/forms • Reading comprehension (high school level) • Operating word processing software • Operating a computer terminal for data entry • Operating automated spreadsheet software • Scheduling appointments and/or travel • Taking and distributing messages • Taking dictation and meeting minutes • General mathematical - adding, subtracting, multiplying, etc. 		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> • Accounting/finance • Advanced math - algebra, statistics, geometry • Architecture • Bookkeeping • Computer operations • Computer programming • Contract interpretation • Craft skills (electrical, etc.) • Drawing-figures/drafting • Engineering • Graphic arts • Landscaping • Good Judgment • Work standards • Integrity 		

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Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> • Oral communication--exchanging or expressing ideas by means of the spoken word • Presentations--transmitting information in a formal setting • Foreign communication--using a language other than English to communicate in writing or orally • Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc. • Editing written documents for content • Reading comprehension - understanding technical or scientific blueprints and charts • Public speaking 		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> • Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching • Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder • Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms • Color - Match or discriminate colors • Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) • Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips • Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) • Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound • Lifting - raising or lowering an object from one level to another (includes upward pulling) • Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) • Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) • Reaching - extending the hands and arms in any direction • Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people • Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 		