

**Alameda County Office of Education
Job Description**

JOB TITLE: Nutrition Education Assistant I—Garden (Range 12 CSEA)

JOB SUMMARY

Under direction of the program manager, coordinate day-to-day activities that promote nutrition education and physical activity, including cooking and garden-based instructional assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate year-round garden activities to teach garden concepts that reinforce the beneficial nutritional aspects of gardening.

Maintain and oversee an effective composting system to be used in teaching garden concepts that reinforce the beneficial nutrition aspects of gardening.

Disseminate posters and other educational and promotional materials.

Coordinate, assist, and support teachers in teaching garden concepts that reinforce the beneficial nutrition aspects of gardening, integrating nutrition education with the core curriculum and after school program.

Assist with nutrition education outreach to school community and volunteers, such as planning and implementing Family Nutrition Nights.

Oversee work of volunteers in the Nutrition Education program.

Facilitate communication between the program director, school garden program, local farmers, other school garden programs, and community.

Prepare and collect required documentation and recordkeeping relating to nutrition education for submission to the program manager.

Assist in planning and implementing evaluation of student nutritional habits and physical activity.

Performs related duties as required.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

KNOWLEDGE OF

Effective instructional methods for delivering direct service to youth, K-12.

Construction, implementation, and maintenance of school gardens

Basic bio-intensive vegetable gardening permaculture.

Sustainable gardening.

Ornamental gardening.

Basic irrigation and drainage properties.

Basic carpentry.

ABILITY TO

Plan, organize, and implement a school garden program.
Develop flexible, creative approaches to meet student needs.
Deliver effective oral presentations to groups and individuals.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with others.
Collect and analyze data.
Maintain records and prepare reports.
Meet schedules and timelines.
Work flexible hours occasionally.
Operate a computer and related software, including word processing and email.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one year increasingly responsible experience in a school garden or outdoor education program and one year providing direct service to youth, or equivalent combination.

CERTIFICATES, LICENSES, REGISTRATIONS

Successful completion of ACOE designated high school proficiency exam.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, procedures, instructions, and manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to speak and hear to exchange information. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and crouch to garden; taste and smell; and perform work which involves occasionally lifting, pushing and or pulling of objects which may approximate 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in an outdoor classroom environment and is exposed to outside weather conditions. The employee occasionally works in inside office environmental conditions. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission
Approved Date: February 21, 2008