

**DIVISION OF FAMILY AND STUDENT SUPPORT SERVICES
BUREAU OF HEALTH/NUTRITION, FAMILY
SERVICES AND ADULT EDUCATION
EMPLOYMENT OPPORTUNITY
EDUCATION SERVICES ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Hours: Part-Time – 20 Hours per week
Salary: \$31.49 *New hires to state employment start at the minimum hourly salary listed.
Closing Date: January 28, 2011

The Connecticut State Department of Education is currently recruiting for a part-time (20 hours per week) Education Services Assistant position in the Bureau of Health/Nutrition, Family Services and Adult Education.

GENERAL STATEMENT OF DUTIES:

To assist in the development and improvement of services and programs for children in the Child Nutrition Programs (CNP), including the provision of serving healthful and nutritional meals to school children.

EXAMPLE OF DUTIES:

Duties may include the following administrative, consultative, and advisory activities:

- provide oversight and conduct reviews for the School Meals Initiative, including completing the nutrient analyses of meals served in the National School Lunch and School Breakfast Program;
- provide guidance and technical assistance to school sponsors on compliance with nutrition standards for all meals served and competitive foods sold;
- provide oversight and review documentation for the Healthier US School Challenge;
- provide outreach, technical assistance and training for the Healthier US School Challenge, including nutrition education and physical activity; and
- perform related duties as required.

QUALIFICATIONS:

Knowledge, Skill and Ability:

A thorough knowledge of federal laws and regulations pertaining to the Child Nutrition Programs; knowledge of the philosophy and methods of education with particular reference to the field of nutrition, nutrient analyses, school wellness, and food service management.

Minimum Experience and Training Required:

A Master's degree and one (1) year of professional experience, or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

A registered dietitian is preferred.

The Department encourages applicants who do not meet the stated qualifications but who believe they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #738, submit a letter of application and resume with details of experience and training, three current professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Cheryl Resha, Education Manager, Bureau of Health/Nutrition, Family Services and Adult Education, Department of Education, 25 Industrial Park Road, Middletown, CT 06457-1543. Telephone: (860) 807-2070.** *Applications must be postmarked no later than the closing date listed below. All required documents must be submitted to be considered for interview.*

Closing date for applications: January 28, 2011

Anticipated date of employment: March 4, 2011

"The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to Levy Gillespie, Equal Employment Opportunity Director in the Affirmative Action Office, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071."

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER