



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

EMPLOYMENT OPPORTUNITY

Office of Student Support and Organizational Effectiveness
Bureau of Health/Nutrition, Family Services and Adult Education

EDUCATION SERVICE SPECIALIST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW

Open To: The Public
Location: 25 Industrial Park Road, Middletown, CT 06457
Hours: 8:30 a.m. – 4:30 p.m.
Job Posting # 59441 – File #821
Salary Range: \$71,989 - \$93,421
Closing Date: March 25, 2014

*New hires to state employment start at the minimum of the above salary range.

The Connecticut State Department of Education is currently recruiting for the position of Education Service Specialist in the Bureau of Health/Nutrition, Family Services and Adult Education.

GENERAL STATEMENT OF DUTIES:

To assist in the implementation and evaluation of federal Child Nutrition Programs (CNP), including the administration of the Summer Food Service Program (SFSP) and the Seamless Summer Food Service Program (SSFP):

- promote participation in child nutrition programs;
- monitor programs for regulatory compliance;
- provide guidance to program sponsors through operational memoranda, the State Web site, e-mail distribution lists and training workshops on changes to program regulatory requirements;
- complete the annual updates of required materials;
- facilitate the expansion of the SFSP and the SSFP and other child nutrition programs across the state;
- provide leadership in the promotion of quality food service and nutrition programming;
- support state and local initiatives in the provision of healthy meals programs with a focus on the Dietary Guidelines for Americans;
- develop and implement professional development opportunities related to health, nutrition and wellness;
- provide technical assistance to SFSP and SSFP sponsors in support of their administration of nutrition services and provision of meals;
- identify and share best practices in health, nutrition, early childhood care, coordinated school health and wellness policies;
- collaborate with internal and external partners to support the child nutrition programs;
- participate with related state and national organizations to improve health outcomes related to healthy eating behaviors;
- maintain partnerships with professional allied organizations and other state agencies as a resource for program growth and excellence;
- maintain an active awareness of present legislation and changes in legislation as it affects nutrition and health education programs; and
- perform other duties and special assignments as required.

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Example of Duties:

Oversees the management and implementation of the SFSP and the SSFP; plan, coordinate and present at SFSP and SSFP trainings & conferences; prepare and maintain online computerized systems for both the SFSP and SSFP; develop and prepare the annual SFSP State Plan; develop and prepare the SFSP Year End Report; plan and conduct required administrative and site reviews to evaluate compliance in the SFSP and SSFP; review and approve sponsor applications for participation in the SFSP and SSFP; provide technical assistance to sponsors of the SFSP and SSFP; enter annual sponsor application and claim data and process claim data transmittals for reimbursement; attend federal trainings and/or workshops that address SFSP and SSFP regulations; coordinate and develop outreach strategies to promote participation in the SFSP and SSFP; prepare state agency policy correspondence for distribution to sponsors of the SFSP and SSFP.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Understanding of federal regulations and state laws related to federal nutrition programs serving children; understanding of national trends in nutrition and health education as these relate to a wellness approach; knowledge of the philosophy and methods of education with particular reference to underserved populations, community nutrition and the administration of social and nutritional programs; excellent oral and written communication skills.

Minimum Experience and Training Required:

A Master's degree and three (3) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience and Training:

Credentialed as a registered dietitian (RD); knowledge and experience working with federal nutrition programs; experience working with underserved populations; experience and demonstrated ability in the area of program and grant management aligned to federal and state initiatives; experience developing and working with community partners and organizations in the provision of health and nutrition services.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #821, submit a letter of application and resume with details of experience and training, three current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education Web site at <http://www.sde.ct.gov> to: **John Frassinelli, Chief, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457. Telephone No. 860-807-2051. All required documents must be received by close of business on the closing date to be considered for interview.**

Closing date for applications: March 25, 2014

Anticipated date of employment: Immediate upon selection

Please note: Applications will be accepted via fax, mail or hand delivered only.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.** **The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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