ANNOUNCEMENT OF INTENT TO FILL A POSITION
AN EQUAL OPPORTUNITY EMPLOYER
Approved for Internal and External Consideration

POSITION TITLE: Education Program Director (Section Head)
POSITION CODE: 30126
SALARY RANGE: $97,696.80 - $148,958.40
POSITION LOCATION: Child Nutrition Programs Montgomery, Alabama
OPEN DATE: February 05, 2021
CLOSE DATE: February 19, 2021

The Child Nutrition Programs Section of the Alabama State Department of Education in Montgomery, Alabama intends to fill one (1) Education Program Director position.

Duties include, but not be limited to the following:

- Lead the coordination and alignment of the child nutrition programs in accordance with the mission and goal of the State Department of Education.
- Oversee the management of the child nutrition programs which includes National School Lunch and Breakfast Programs, Fresh Fruit and Vegetable Program, Special Milk Program, Equipment Assistance Programs, After School Snack Program, Child Care Food Service Program, Summer Food Service Program, AT Risk Supper Program, State Procurement Program, AT Risk Supper and Snacks and Audit Compliance for all programs.
- Oversee the management of an annual budget for all assigned nutrition programs.
- Represent the State Department of Education on state and federal committees, community organizations, professional organizations, as well as taskforces as needed.
- Supervise forty (40) child nutrition staff to ensure program administration follows USDA regulations and requirements.
- Provide leadership in continuous improvement of program administration for success in implementation.
- Coordinate child nutrition activities to integrate with Department of Education section activities to include Local Education Agencies (LEA) and State Department of Education (SDE) Accounting and Information Systems sections.
- Directs the implementation of USDA regulations and guidance.
- Advises sponsors and staff of program requirements and changes.
- Provide ongoing communication to LEAs and schools related to program integrity and administration.
- Provide guidance and support for districts and schools related to program administration.
- Research educational practices, strategies, and reforms to update child nutrition programs to meet the needs of LEAs and children that are impacted by meal service programs available to them.
- Analyze and interpret LEA financial information to determine financial profile and evaluation of financial stability and determination of maintaining state standards.
- Implement actions/activities to ensure section goals and objectives are consistently measured and achieved.
- Conduct meetings to acquire information to tailor training to meet the needs of sponsors.
- Develop proposals and contracts to improve delivery services to sponsors.
• Research grant application and make application to improve services to sponsors and improve operations for state staff.
• Develop the annual preliminary budget for child nutrition by section and request additional funding if available from USDA to assist with program operation or provide to sponsors as allowed by USDA.
• Oversee and supervise development, implementation, and evaluation of program regulations which includes federal fiscal management and federal procurement regulations.
• Supervise assigned personnel so that work is monitored, and departmental goals are accomplished.
• Serve on USDA, state or organization committees representing the state.
• Travel required both in-state and out of state.
• Compete training standards to include continuing education as required by the USDA.
• Provide or ensure state agency staff are provided annual continuing education/training.
• Ensure that LEA staff are provided a minimum of 18 hours of annual training.
• Effectively communicate in all interactions to promote nutrition services.
• Other duties as assigned.

**Education and Experience:**

• A Master's degree or higher required
• A Bachelor’s degree from an accredited college or university in foods and nutrition, food service management, dietetics, and consumer science, nutrition education, culinary arts or business
• Eight years of professional experience in teaching, education administration, or a related assignment including five years of professional experience in one of the specialty areas and one year of supervisory/administrative experience.
• Ability to lead innovative initiatives.
• Collaboration with multiple agencies/organizations to support education.

**Other Skills:**

• Strong motivation skills
• Excellent verbal and written communication skills
• Strong computer skills, including the ability to develop and utilize spreadsheets and databases.
• Excellent people/relationship building skills.
• Organizational and data management skills required.
• Ability to use problem-solving skills to generate solutions.
• Must be team-oriented and flexible.
• Ability to deliver presentations to professional audiences.
• Familiar with recent research-based strategies, materials, and models

**Those serving in the above capacity must have working knowledge/ability in the following areas:**

• Understanding of USDA and FNS programs, regulations, and guidance
• Thorough knowledge of all nutrition programs serviced through ALSDE.
• Thorough knowledge of accounting and compliance to all federal and state regulations related to program implementation and fiduciary responsibility.

**How to Apply:**

**Step 1:** Applicants must complete the state required online application process for this position prior to submitting a résumé, reference list, and/or cover letter to the contact person listed below. To apply online complete the Application for Examination Form available at: [www.personnel.alabama.gov](http://www.personnel.alabama.gov). Call State Personnel Department at 334-242-3389 for questions concerning the online process.

**Step 2:** Send résumé, references, and cover letter as attachments to Mrs. Nancy Dailey at ndailey@alsde.edu.