# CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM CLARKSVILLE, TENNESSEE JOB DESCRIPTION

**Job Title**: Dietetics and Nutrition Teacher **Department:** Instruction

**Calendar:** Teacher Calendar (200 days)
**Grade:** Teacher Salary Schedule

**Job Description**
**Date Reviewed:** April 2020 **Reports To:** Building Principal

**Purpose of Job**

To prepare students for occupations that fall within the nutrition arena and focus on nutritional well-being, such as a dietitian or nutritional counselor. The facilitation of course content should help students to develop knowledge and skills such to be able to identify the foundation of human needs, describe nutritional requirements and issues, create a nutrition care plan as part of the overall health care process, use of methods for analyzing the nutritional health of a community, and understanding the relationship of diet and nutrition to specific diseases and their prevention. Upon completion of this program of study, students should be prepared for further study in a variety of nutritional career opportunities.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Teaches skills and knowledge in the assigned subject area required for successful job performance and emphasizes the importance of reliability, efficiency, promptness, good attitude, and work ethic.
- Organizes class time so that preparation, instruction, lab work, and clean-up activities can be accomplished satisfactorily within the allotted time.
- Maintains current career-technical information for students, displays materials and demonstrates skills, techniques, processes.
- Communicates with parents, counselors, administrative and supervisory personnel and community representatives to share information regarding innovations and current job requirements and opportunities.
- Instructs pupils in appropriate safety precautions and in the conservative sensible use of tools, materials, machinery, and equipment.
- Organizes and provides opportunities for students to participate in club activities as an integral part the assigned subject area.
- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.

- Prepares for classes assigned and shows written evidence of preparation.
- Establishes clear outcomes for all lessons, class work, and projects; communicates outcome expectations to students.
- Supports the program of study, using a variety of instructional techniques, instructional media and technology.
- Serves as a model for the district's mission, vision and goals.
- Assesses the progress of students on a regular basis and provides progress reports as required.

- Recognizes potential learning disabilities of students and seeks the assistance of qualified personnel.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.
- Plans, supervises, and provides guidance for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
- Attends and participates in staff meetings and serves on staff committees as requested.
- Analyzes and uses appropriate data to guide instruction and develop assessments.
- Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.
- Provides detailed plans for substitute teachers including lessons, schedules and rules regarding classroom organization, procedures and individual student needs.
- Supervises pupils at school related functions to include on and off campus activities.
- Maintains professional competence through in-service education activities.
- Assists in budget preparation and in the selection of books, instructional supplies, materials and equipment.

**Additional Job Functions**
Performs other duties as required.

**Evaluation:**
Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Minimum Training and Experience Required to Perform Essential Job Functions:**
- A Bachelor's degree from an accredited college or university.
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.

## KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with

subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS**:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature** **Employee's Munis Number** **Date**