POSITION TITLE: Food Literacy Inclusion (FLI) School Liaison

CONTRACT LENGTH: 12M

DATE: 12/05/19

DATE OF LAST REVISION: 12/05/19

JOB CODE: FS0565
SAP 30010001

PAY GRADE: 26

FLSA EXEMPTION STATUS: NE

Job Family – Nutrition Services

JOB SUMMARY
Under the direction of the Nutrition & Physical Activity Education Manager, the FLI School Liaison plans and instructs PK-12 integrated nutrition, gardening education, and critical thinking curricula to support school campuses in the promotion of individual and community wellness. Food Literacy Inclusion supports and develops campus STEAM (Science, Technology, Engineering, Arts/Agriculture, Math), campus gardens and seed banks, school farmers’ markets, Career Readiness programs, and linked learning opportunities. FLI guides the learning process toward the achievement of Nutrition Services department goals in harmony with PK-12 curriculum and development. Work involves daily rotation between 3 school levels within feeder. May travel weekly to district’s farmland parcels.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first

1. Under the direction of the NPAE manager, rotates between a designated number of PK-12 campuses to implement, coordinate, and support all components of FLI programming on campuses. Instructs students in FLI learning activities and experiences.

2. Facilitates application of district’s core subjects to FLI curriculum. Facilitates lunchtime discussions, experiential learning, and models healthy eating behaviors. Develops and implements comprehensive strategies and tactics for healthy school environments and practice following school nutrition guidelines.

3. Frequently surveys changes in school community preferences to update cafeteria menu choices and informs department decision-making.

4. Coordinates, leads, and monitors campus teams in nutrition and physical activity. Functions as the School Health Advisory Committee (SHAC) representative on campus. Collects participant and program data. Reviews student progress in FLI content and generates reports.

5. Performs other job-related duties as assigned.
# Houston Independent School District

## Job Description

<table>
<thead>
<tr>
<th>EDUCATION</th>
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<tbody>
<tr>
<td>Bachelor's Degree</td>
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<tr>
<td>Preferred degrees - health sciences, public health, education, nutrition, dietetics, ecology, pre-medical, psychology, agriculture, food and natural resources</td>
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<tr>
<th>WORK EXPERIENCE</th>
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<tr>
<td>1 to 3 years</td>
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<td>Teaching or lesson planning experience preferred</td>
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<thead>
<tr>
<th>TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION</th>
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<tr>
<td>Microsoft Office</td>
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<td>Office equipment (e.g., computer, copier)</td>
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<tr>
<td>Must be comfortable working with children and adolescents of all ages.</td>
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<tr>
<td>Must complete USDA, APHA, TASN, Institute of Child Nutrition, and critical thinking trainings/certifications once employed.</td>
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<tr>
<th>LEADERSHIP RESPONSIBILITIES</th>
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<td>No supervisory responsibilities. May provide occasional work guidance, technical advice and training to staff.</td>
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<tr>
<th>WORK COMPLEXITY/INDEPENDENT JUDGMENT</th>
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<td>Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an &quot;as needed&quot; basis.</td>
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<tr>
<th>BUDGET AUTHORITY</th>
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<td>No budget development activity is required.</td>
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<th>PROBLEM SOLVING</th>
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<td>Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.</td>
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<th>IMPACT OF DECISIONS</th>
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<td>Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.</td>
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<th>COMMUNICATION/INTERACTIONS</th>
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<tbody>
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<td>Information sharing – gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.</td>
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<th>CUSTOMER RELATIONSHIPS</th>
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<td>Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.</td>
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<th>WORKING/ENVIRONMENTAL CONDITIONS</th>
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<td>Work involves some exposure to moderate risk of accident and requires following basic safety precautions. Work involves bending body downward and forward by bending spine at waist and physically transporting, raising items from a lower to a higher position, or moving objects horizontally weighing less than 15 pounds from one location to another. Must have ability to get from one work location to another.</td>
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