

DRAFT Job Description: Nutrition Education Project Teacher Leader (NEPTL) 2011-2012

The Nutrition Education Project Teacher Leader is a full time classroom teacher who will promote nutrition education and physical activity, spearhead site-based activities and act as a liaison between the school and School Health Program's (SHPD) Nutrition Education Project, in coordination with health advocate and other school staff. NEPTLs will be selected based on interest, teaching experience and site need.

Duties and Responsibilities:

1. Teach Nutrition & Physical Activity Promotion Lessons:

- Teach 6 nutrition lessons from recommended curricula and document on Curriculum Feedback Form
- Conduct one nutrition related field trip to a farmers' market, produce market, supermarket, garden or farm

2. Participate in Required Meetings:

- As part of Nutrition & Wellness Team, complete site assessment, priority planning and follow up (3 meetings at school site—October, Nov./Dec., April)
- Attend nutrition activity/event planning meetings for family health events or site based activities
- Attend 5 central informational/planning meetings: Sept. 13; Oct 4 or Oct.6; Jan. 10 or Jan. 12; March 6; May 1 (Meeting dates in October and January depend on assigned cohort)

3. Participate in Professional Development:

- Plan and facilitate one hour of professional development to classroom teachers at grade level or staff meeting or at site-based or central workshops (in collaboration with Site Nutrition Coordinator)
- Attend 1 – 2 central nutrition education workshops (additional stipend provided)

4. Facilitate 9 Harvest of the Month (HOTM) Tastings:

- Present beginning of the year HOTM overview presentation; make regular announcements at staff meetings
- Distribute educator & family newsletters to classrooms
- Involve class in HOTM produce distribution and peer education as HOTM Ambassadors

5. Organize, promote and participate in 1-2 Family Health Nights/Events and/or other all-school events with nutrition/physical activity component (i.e. Health Fair, nutrition activity at a Literacy Night...). Attend planning/debrief meetings, set-up and/or clean up, attend/facilitate activity at event

6. Additional Site Activities: Organize additional activities to promote nutrition education or physical activity awareness, i.e. Family Health Event, parent workshop, additional staff professional development, all school education events, etc.

7. Promote Policies, Activities, etc.:

- Promote SFUSD Wellness Policy and SSSD/NEP website: www.healthiersf.org
- Model healthy behaviors for staff and students: healthy classroom celebrations, non-food rewards, classroom snack policy, regular physical activity, etc.
- Encourage faculty attendance at site-based and district-wide nutrition education professional development

8. Documentation:

- Document all planning, lessons, meetings and events/activities (e.g. lesson feedback forms, activity documentation forms, tracking form...). (See Required Documentation)

Stipend: \$990; Nutrition Education Project Teacher Leaders are expected to complete a minimum of 31 hours of work **outside of the regular school day**, including preparation and documentation of lessons, meeting attendance, activity & professional development planning and implementation. The stipend is contingent upon completion of required activities and documentation.

FAX completed application to Donna Gurr, School Health Programs, 242-2618 by Sept. 3.

**Nutrition Education Project Teacher Leader (NEPTL)
Application 2011-2012**

Name _____ (as it appears on SFUSD payroll)

School _____ Employee ID# _____

Position/Grade level _____

E-mail address _____

Home mailing address _____ City _____

Zip Code _____ Phone Number (home/cell) _____

- I am applying to be a Nutrition Education Project Teacher Leader (NEPTL) for the first time.
- I have read the job responsibilities and understand the expectations necessary to be a Nutrition Education Project Teacher Leader.
- I will promote the SFUSD School Wellness Policy and model healthy choices.

Signature of applicant _____

Briefly answer the following questions. Attach an additional sheet if necessary.
In what ways will you be a "healthy role model" for peers and students?

How will you support a healthy snack policy in your classroom and school?

Administrative Support

I recommend and will support _____ for the certificated position of Nutrition Education Project Teacher Leader. I am aware of the NEPTL job responsibilities and meeting dates.

Site Administrator's Signature: _____ Date: _____

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