NEW DIRECTOR HIRING FORM

LEA OCTOBER ENROLLMENT: 10,000 OR MORE

USDA PROFESSIONAL STANDARDS DIRECTOR HIRING STANDARDS

New School Nutrition Program Directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing School Nutrition Program Directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the Local Educational Agency (LEA).

Complete this form and attach all supporting education/work experiences to document Director hiring compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.

GENERAL INFORMATION

LEA October Enrollment:

Job Title: Job Description Attached: ☐

APPLICANT INFORMATION

Applicant's Name:

Highest Level of Education: Years of School Nutrition Experience:

Academic Major:

EDUCATION STANDARDS FOR 10,000 OR MORE STUDENT ENROLLMENT CATEGORY

The Applicant must qualify for one of the Education Standards for LEAs with 10,000 students or more. (Check one)

- ◯ Bachelor's degree, or equivalent educational experience*, with academic major in specific areas**
- ◯ Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs
- ◯ Applicant does not meet criteria

*Equivalent educational experience refers to college credits completed by an individual who does not possess a Bachelor's or an Associates degree.

**Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family/consumer sciences, nutrition education, culinary arts, business, or a related field.

SUPPORTING EDUCATION/WORK EXPERIENCE DOCUMENTATION

NEW HIRE INFORMATION

Name/Title: _____ **Hire Date:** _____

☐ It is understood that the LEA must have documentation readily available for Arizona Department of Education (ADE) that supports how the new hire has met the education standards.

☐ It is understood that if the new hire does not have eight hours of food safety training within the past five years, new hire must complete eight hours within 30 calendar days of start date.

- ◯ *New hire completed eight hours of food safety training on:* _____ ☐ *Attached Training Records*
- ◯ *New hire will need to complete eight hours of food safety training by:* _____ ☐ *Attached Training Records*

☐ It is understood this new hire will need to complete and document 12 hours of job-specific training each program year.