



**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:** \_\_\_\_\_

**GENERAL 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 associate's 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 the 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, the 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.