



NEW DIRECTOR HIRING FORM

LEA OCTOBER ENROLLMENT: 2,499 OR LESS

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 2,499 OR LESS STUDENT ENROLLMENT CATEGORY

The Applicant must qualify for one of the Education Standards for LEAs with 2,499 or less students. (Check one)

- ☐ Bachelor's degree, or equivalent educational experience*, with academic major in specific areas**
- ☐ Bachelor's degree, or equivalent educational experience*, with any academic major or area of concentration, and at least 1 year of relevant food service experience;
- ☐ Associate's degree, or equivalent educational experience*, with academic major in specific areas**, and at least one year of relevant food service experience
- ☐ High School Diploma or GED, and at least three years of relevant food service experience
- ☐ (For LEAs with less than 500 students only) ADE approval letter in response to the LEA's request for a candidate that meets the educational standards but has less than three years' experience.
- ☐ 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.