



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

August 4, 2025

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

FOOD AND NUTRITION SERVICES DIETITIAN
















Forest Hill Annex

Effective October 2025

Responsible for leading the development, implementation, and promotion of district-wide nutrition and wellness initiatives. Oversee nutritional analysis, special diet accommodations in coordination with school nurses, and the creation of student-centered menus and recipes. Supports nutrition education, secures wellness grants, and assists in training cafeteria staff to uphold meal quality and safety. Also, the position leads marketing and outreach to promote child nutrition programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

-  Develops and implements individualized diet plans for students with documented dietary restrictions in collaboration with staff, families, and healthcare providers.
-  Maintains accurate records of all special dietary accommodations and related communications.
-  Serves as a liaison to school nurses and staff to ensure effective implementation of diet accommodations and conducts school visits to assess and improve special diet service quality.
-  Assists in developing and refining policies related to special diets and student wellness.
-  Serves as a technical resource on nutrition and wellness for students, parents, and staff.
-  Develops and delivers nutrition education materials and lessons, serves as a resource in classrooms, collaborates on curriculum development, and coordinates district-wide wellness initiatives and events.
-  Seeks grant funding and awards to support nutrition and wellness efforts.
-  Reviews, analyzes, and maintains product and recipe ingredients and nutrient information to assure USDA and state compliance.
-  Supports product testing and evaluation, bid analysis, recipe development, testing, and standardization.
-  Manages school-based staff through on-site reviews and monitoring of meal programs, with a focus on special diets, to ensure compliance with federal, state, and local regulations.
-  Ensures departmental practices align with current nutrition policy and public health guidelines.
-  Assists in developing and delivering staff training to meet USDA Professional Standards and supports implementation of nutrition practices through prepared instructional materials.
-  Provides technical assistance to cafeteria teams to enhance nutrition-focused services.
-  Provides educational experiences and support to enhance HCPS students' career and college readiness.
-  Precepts supervised practice for dietetic interns.

- Represents the department on committees and wellness initiatives in addition to community partner committees and projects.
- Develops and implements marketing strategies to promote programs districtwide and serves as a resource for communication efforts.
- Performs other work-related duties as assigned.

SALARY

- This is a full-time twelve-month position. Salary range based on the FY 2025-2026 AHCATSP (Grade D) Salary Schedule for Non-Certificated, Technical and Supervisory Personnel. Starting Salary: \$93,850– Maximum Earnings Potential \$123,833.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AHCATSP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

- Bachelor's degree from an accredited college or university in nutrition or a related field.
- Hold and maintain credentials as a Registered Dietitian through the Academy of Nutrition and Dietetics.
- Hold and maintain a Maryland license as a dietitian from the Department of Health and Mental Hygiene.
- Possess and maintain a School Nutrition Specialist credential through the School Nutrition Association or be willing to obtain it within two years of employment.
- Demonstrated proficiency in Microsoft Suite software programs.
- Analytical Thinking: Approaches complex problems with a logical, step-by-step methodology to develop effective solutions.
- Excellent interpersonal skills including effective oral and written communication skills.
- Hold and maintain a valid driver's license.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted for this vacancy until the position is successfully filled. ***Candidates who apply by Monday, August 11, 2025, will receive immediate consideration***

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE