Hiring Program Director Checklist

Program Directors hired after July 1, 2015, must meet the hiring professional standards. This checklist may be used by contracting entities (CEs) to determine if an individual meets the professional standards for program directors. Once a determination is made that the individual meets the professional standards for hiring a program director, the CE will apply its own hiring criteria in selecting the best individual for the position.

CE Information	Determination
Contracting Entity (CE) Name: _____ **CE Identification Number (CE ID):** _____	**Total Student Enrollment for the CE:** Choose one. ☐ Total Student Enrollment of 2,499 or Less ☐ Total Student Enrollment of 2,500 to 9,999 ☐ Total Student Enrollment of 10,000 or more

Determination If a Potential Program Director Meets Hiring Professional Standards

Date of Decision: _____ Individual's Name: _____

Individual's Education

Check the box that describes the individual's highest educational qualification.

☐ The individual has a master's degree or equivalent educational experience.

☐ The individual has a bachelor's degree or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

☐ The individual has a bachelor's degree or equivalent educational experience, with any academic major or area of concentration, and a state-recognized certificate for school nutrition directors.

☐ The individual has a bachelor's degree in any academic major and at least 5 years of experience in management of school nutrition programs.

☐ The individual has a bachelor's degree in any academic major and least 2 years of relevant school nutrition program experience.

☐ The individual has an associate's degree or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.

☐ The individual has a high school or General Educational Development (GED) diploma and 3 years of relevant experience in school nutrition programs.

Does the individual meet the hiring professional standard for a program director?

☐ Yes   ☐ No

Directions: Hiring Professional Standards Program Director Checklist

Purpose

To determine if an individual applying for a program director position hired after July 1, 2015 meets the hiring professional standards. See the *Administrator's Reference Manual (ARM), Section 27, Professional Standards* for more information on the hiring standards for program directors.

Use This Form	
Frequency	As needed.
Required Form Format	Not required.
Record Retention	Public and charter schools are required to keep documentation related to school nutrition programs for five years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for three years.

Directions

CE Information

Contracting Entity (CE) Name: Record the name of the CE in designated space.

CE Identification Number (CE ID): Record the CE's ID number in the designated space.

Total Student Enrollment for the CE: Check the box in front of the correct total student enrollment range for the CE.

Whether the CE has multiple sites located across the state or in a defined geographic area, total student enrollment is the total number of students enrolled at all of the CE's sites. See *Administrator's Reference Manual (ARM), Section 27, Professional Standards* for additional information on this topic.

Determination If a Potential Program Director Meets Hiring Professional Standards

Date of Decision: Record the date the decision was made about whether the individual's qualifications to serve as the program director in the designated space.

Individual's Name: Record the name of the individual being evaluated for the program director position in the designated space.

Individual's Education: Check the box in front of the statement that best describes the individual's educational qualifications.

Compare the qualification statement checked to the required standards described in the *Educational Experience—Hiring Professional Standard Chart* in *Administrator's Reference Manual (ARM), Section 27, Professional Standards* for more information on hiring criteria.

Answer the question *Does the individual meet the hiring professional standard for a program director?* by marking yes if the individual meets the standard or no if not.

If the answer is yes, the individual is eligible to be the program director. After determining that the person is eligible to be hired, the CE will use local criteria to select an appropriate individual for the program director's position