

Professional Standards Procedure for New School Nutrition Programs Directors

Purpose: The professional standards are intended to ensure that school nutrition program personnel in the National School Lunch and School Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully.

Scope: Sponsors (schools and residential child care institutions) participating in the National School Lunch and Breakfast Programs.

Description: To establish minimum hiring standards for new directors of school nutrition programs.

Step 1

When a school nutrition programs director leaves, sponsors must follow the United States Department of Agriculture's (USDA) hiring requirements. See page six of the [Ins and Outs of Hiring the School Nutrition Director Guide](#) for the requirements and use the guide to assist with recruiting and hiring a new school nutrition programs director.

- Create a job description
- Determine compensation range
- Prepare the job postings
- Recruit
- Select the best candidate

Step 2

Before offering the position to a new school nutrition programs director, sponsors must complete the [New School Nutrition Programs Director Hiring Form](#).

Step 3

After the form is submitted, the state agency will contact the sponsor after reviewing the information submitted on the form.

For questions or concerns about this policy, sponsors can reach out to the Indiana Department of Education to receive clarification at 317-232-0850.