



# Indiana School Nutrition Association

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[www.indianasna.org](http://www.indianasna.org)

## Indiana School Nutrition Association Request for Proposal – Professional Development Coordinator

The Indiana School Nutrition Association (ISNA) is requesting proposals from persons interested in providing day-to-day support for the Professional Development Team. The Professional Development Team is an all-volunteer committee that consists of a chair, two assistant chairs, and four research committee chairs (Nutrition, Marketing, Operations, and Administration) and their respective committee members. The Professional Development Team was responsible for 175 hours of professional development in 2017-18 and expects to expand offerings by an additional 60 hours and 17 courses when the IDOE/ISNA Certification Program launches in 2018-19.

### Scope of Work

**Employment Type:** Contracted

**Hours and availability:** Average of 5-8 hours per week during normal business hours. Longer hours prior to and during educational events (e.g., workshops, annual conference).

**Compensation:** TBD

**Reports to:** Professional Development Chair. Works closely with ISNA Executive Director.

**Location:** Due to the occasional travel, Indiana preferred, other Midwest locations will be considered

**Position Description:** The PD Coordinator provides day-to-day support to PD leadership and research committees in selection, planning, and evaluation of PD events. Design and develop new curriculum and revise and update current curriculum as needed. Note: This is a new position and duties and responsibilities may change to adjust to the needs of the department.

### Contractor Responsibilities

- Collaborate with four Research Committee Chairs on the selection and/or development of training curriculum, materials, and resources for all PD events.
- Collaborate with outside consultants and subject matter experts on the design, development, and implementation of new training and current curriculum, materials, and resources. All training materials and resources should utilize multiple delivery channels to reach all adult learning styles.
- Assist with planning and implementing the ISNA/IDOE Certification program and new program offerings.
- Help with developing and evaluating RFPs and Call for Proposals to secure trainers, development new content, and identify potential educational sessions for workshops and conferences.
- Work with PD Team and Executive Director on future Food for Thought articles and reminders to research committees on upcoming due dates.

- Identify ISNA members, outside consultants, and content experts to serve as trainers/instructors. Conduct “Train-the-Trainer” sessions to assist member-trainers in successfully delivering the selected curriculum for PD events. Maintain a “speaker or trainer list” of qualified instructors for RFP and Call for Speaker announcements.
- Work closely with Executive Director, Regional Chair and Regional Representatives to host and staff Regional Workshops. Develop and maintain a list of on-site requirements and tasks for hosts and Regional Chairs attending these events.
- Develop evaluation tool for each PD event. Provide feedback to Research Committees after each event to provide relevant topics for future training and *Food for Thought* articles.
- Maintain records and files (e.g., PD contacts, ISNA/IDOE Certification records, planning documents, budgets, and training material).
- As necessary, lead and facilitate training sessions and develop/edit lesson plans and training materials.

### **Qualifications: Experience, Skills, and Knowledge**

- Experience in school nutrition program operations especially in the development and delivery of training for supervisory/management level staff.
- Experience in designing, planning, implementing and evaluating professional development for adult-learners
- Advanced proficiency in the Microsoft Office suite of products, especially Word, PowerPoint and Publisher
- Familiarity with DropBox, video conferencing software, and Google Docs preferred; but, not required
- Excellent oral and written communication skills
- Excellent organizational and time management skills
- Ability to deal with various tasks, environments, and people
- Ability to work under pressure and meet deadlines
- Highly motivated with ability to solve problems and take ownership of projects and results
- Ability to take initiative and be a self-starter
- Ability to travel to PD events, board meetings (5), and annual conference. Depending on location, overnight travel may be required.
- Provide own computer, printer, Microsoft Office Suite, internet access, and phone service.

### **ISNA Responsibilities**

- Reimburse contractor for travel expenses per ISNA policies.
- Reimburse for printing and other office expenses over and above normal office expenses that can be directly attributable to ISNA deliverables (e.g., name badges)
- Provide conference call capability.
- Provide web-based storage for ISNA files.
- Provide ISNA e-mail address.

## **RFP Response Requirements**

The response to the RFP must include:

- Resume that demonstrates appropriate experience, skills, and knowledge.
- Billable hourly rate of pay. Hourly rates must include all wages, indirect costs, general and administrative expenses, and profit. Final compensation will be negotiated prior to signing contract.
- Two letters of recommendation to support experience and qualifications.

The Proposer selected from this RFP will be invited to enter into a Personal Services Contract with the Indiana School Nutrition Association. The Contract will become effective upon execution by both parties.

## **Deadline for Response**

Response due by **August 1, 2018**.

Mail or Email to:

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