



JOB DESCRIPTION

Job Title	COVID-19 Coordinator
Department	Student Services
Reports To	Building Principal
Classification	Hourly Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The COVID-19 Coordinator is responsible for the coordination and communication of COVID related needs in the school and district. The coordinator will perform contact tracing, schedule testing for close contacts to a positive case, and communicate with the school and families. This includes tracking, coordinating, and reporting of COVID cases.

Essential Job Functions

- Conducts disease investigation through contact tracing and monitoring of persons who are positive for COVID-19.
- Documents all positive cases and any close contacts.
- Coordinates and monitors testing for any unvaccinated student and staff member identified as a close contact to a positive case.
- Communicates orally and in writing with families.
- Works closely with the school nurses and the Communicable Disease Division teams at the City/County Health Department.
- Maintains confidential documents and ensures that protected information is not shared.
- Stays current on issues pertaining to COVID and provides updates to staff and families.
- Performs related clerical and record-keeping duties.

Ancillary Job Functions

- Attends related training as required by the school district and the Eau Claire City/County Health Department.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED.
- Experience or training with technology such as Microsoft Office products.
- Reliable transportation to and from District locations in compliance with the District Driving policy.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor's Degree in related field.
- Experience working with diverse groups.
- Experience with coordinating and scheduling events/activities

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent communication skills in person and on the phone.
- Ability to multitask and adapt to change.
- Ability to exercise good judgment and discretion while working independently.
- Problem-solving and conflict resolution skills.
- Ability to understand and relate to children and families in difficult situations.
- Ability to conduct tasks with a high degree of accuracy and confidentiality.
- Reading comprehension, time management, and public presentation skills.
- Ability to provide services with a high degree of confidentiality
- Ability to provide reporting in various forms.
- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.
- May be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp and reach.
- May be required to lift up to 10 pounds.
- Occasionally may be required to drive to other locations.