

JOB DESCRIPTION

Job Title: COVID Response Coordinator (9876)

Job Summary:

To interface and provide COVID-19 consultation and operational support to Tulare County school districts in collaboration with the Tulare County Public Health Department.

Essential Functions:

- Keeps up to date on current Federal, state, and County health guidance in educational settings;
- Maintains and updates COVID-19 information on the state dashboard and TCOE website;
- Prepare COVID-19 related reports to Tulare County school districts, TCOE administration, and County, state, and Federal agencies as required;
- Implements COVID-19 related plans and coordinates with other TCOE safety, emergency, and student program plans;
- Coordinates and implements student and employee testing;
- Consults with leadership and other stakeholders regarding COVID-19 and safety issues;
- Maintains confidentiality on all matters related to COVID-19;
- Plans, organizes, coordinates, manages, and monitors projects;
- Develops and monitors project timelines and completion of project deliverables;
- Develops and maintains regular and effective communication with all relevant project stakeholders;
- Effectively prioritizes workloads and manages multiple projects simultaneously;
- Maintains confidentiality of sensitive materials and information;
- Creates and maintains accurate records by using various information management systems;
- Responsible for supporting schools and coordinating COVID responses;
- Maintains communication with the COVID response team;
- Supports with short-term student quarantine, including preparing student materials, tracking student quarantine dates and communicating with families of students on quarantine as needed/requested;
- Travels to other campuses for support with campus COVID response, as needed;
- Collaborates with other COVID Response Coordinators to share the best practices and data;
- Serves as the COVID Response Coordinator and be the main point of contact between the Tulare County Public Health Department and Tulare County School Districts needing support with virus mitigation;
- Stays up to date with policy changes and guidelines as they relate to COVID and the education setting by attending and participating in meetings with the Tulare County Health and Human Services Agency and state of California meetings as applicable;
- Communicates effectively and in a timely manner any COVID policy and/or guideline changes pertaining to Tulare County Office of Education and Tulare County School Districts;
- Shares information with the Tulare County Public Health Agency regarding frequently asked questions or school needs/requests;
- Develops and maintains resources for district staff and community agencies;
- Develops, prepares and coordinates grant applications and grant related activities;
- Designs and administers training programs for new employees and continuing education for existing employees;
- Develops educational materials and programs for school districts;
- Performs other duties as assigned.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Use critical thinking skills to analyze problems and make recommendations for improvement;
- Develop and maintain positive working relationships with all persons contacted in the course of work;
- Conduct research and evaluate data to solve problems, develop recommendations and make decisions;
- Collect, evaluate and interpret data to develop sound conclusions and make appropriate recommendations;
- Respect and maintain the confidentiality of information relative to customers.

Knowledge of:

- Project management principles;
- Excellent customer service practices;
- Health related practices, laws, and regulations;
- Standard software applications including the use of databases;
- Business forms, technical reports, and letter writing;
- Research methods, statistical analysis, and data reporting;
- Basic mathematical concepts;
- Laws, rules, and regulations of public administration;
- Principles and practices of training;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Research, development and evaluation of policies and programs.

Ability to:

- Communicate accurately and effectively in both oral and written form;
- Work independently and also collaboratively with a team;
- Coordinate a variety of projects simultaneously;
- Develop and present training decisions;
- Maintain confidentiality;
- Plan, organize and facilitate events and projects;
- Use standard software applications;
- Supervise professional, technical and clerical staff, as needed;
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved;
- Ensure proper documentation is completed;
- Follow all safety, infection control and OSHA Blood Borne Pathogen guidelines;
- Utilize appropriate supplies with minimal waste;
- Strive to maintain a positive work environment.

Experience Required:

- Experience maintaining data or reports and other administrative duties requiring close attention to detail and strong organizational habits.
- Experience working in a fast-paced environment.
- Experience in an educational environment is preferred.

Education Required:

- Associate's degree is required.
- Bachelor's degree from an accredited college or university is desirable.
- Ability to speak Spanish fluently is preferred.
- Strong Google Apps (Docs, Sheets, etc.) and MS Excel skills required.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: *Non-Exempt*

November 2021

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.