



## POSITION DESCRIPTION

**Title: COVID-19 Coordinator**

**Department:** Human Resources

**FLSA Classification:** Exempt; considered Essential Staff/Disaster Service Worker during any emergency or crisis

**Bargaining Unit:** None

**Work Year:** 12 Month (1 yr. Temporary Position)

**Reports to:** Assistant Superintendent of Human Resources

**Board Approval Date:** Pending 7/22/20 Board Approval

**Salary Grade: Classified Scheduled Management Salary Schedule (Range 6)**

**\$99,120 – 113,012**

### Primary Function:

Under the general direction of the Assistant Superintendent, Human Resources, this position has primary responsibility for the development and maintenance of a comprehensive COVID-19 response plan for all District sites, students and employees. This includes facilitating the coordination of any COVID-19 -related plans with other plans such as the District's Safe Schools Program, Emergency Preparedness Management (including active shooter drills, earthquake and fire preparedness and crisis management) and the district's Injury Illness and Prevention Program (IIPP).

The COVID-19 19 Coordinator will ensure consistent messaging district-wide including all communications, notifications, processes, procedures, and guidelines pertaining to the safety of the staff, students, and visitors. Provides direction and develops systems and practices to disseminate information directly to the staff via email, memo or other direct means of communication while adhering to all applicable confidentiality requirements.

The position is to also identify and control, to the maximum extent possible, the risk of loss, damage or injury to people, property and revenue, by identifying the sources of COVID-19 related risk, evaluating risk probability and magnitude, and recommending policies, procedures and practices to mitigate risk and liability.

### Essential Job Functions include, but are not limited to the following:

1. Manages the creation, changes and oversight for the Safe Schools Program as a result of COVID-19. This includes assisting school sites with the development and upkeep of their School Site Safety Plans to include active shooter training, earthquake and fire preparedness and crisis management during COVID-19.
2. Creates, manages and revises the District's master emergency plan to include COVID-19 related items. This includes all procedures related to emergency preparedness plans, establishment of operations centers and District trainings as a result of, and during, COVID-19.
3. Coordinates with city, county, state and federal resources, in the areas of COVID-19-related health and public safety. Maintains effective communication and relationships

with local law enforcement and local fire departments.

4. Conducts regular inspections of school sites and District offices for ensuring emergency supplies, and to perform threat assessments, safety checks and assessment of any other hazardous conditions as a result of COVID-19. Provides feedback to Site Administrator or Department/Building Administrator.
5. Coordinates communications and partnerships with local emergency preparedness organizations and first responders to plan crisis management and emergency preparedness plans during COVID-19.
6. Updates, coordinates and monitors the district's Injury Illness and Prevention Program (IIPP).
7. Creates and communicates COVID-19 related risk management programs, policies, procedures to District employees, and the community.
8. Overall responsibility for ADA (Americans with Disabilities) assessment, monitoring and compliance throughout the District pertaining to COVID-19. Interact with various departments to respond to inquiries, changes in Federal/State laws and complaints.
9. Makes site inspections where COVID-19 related complaints/problems (Including Grievances and Williams complaints) have been submitted. Drafts responses to complaints and performs follow up visits.
10. Assists in analysis of all claims and litigation relating to COVID-19 related workers' compensation and related claims for property and liability.
11. Create and coordinate training for staff on matters concerning COVID-19 related practices and procedures.
12. Prepares and maintains manuals, procedures, reports, and files related to COVID-19.
13. Prepares and issues COVID-19 related reports to district administration and county, state, and federal agencies as required.
14. Assists in ensuring compliance with various local, state, and/or federal regulations regarding COVID-19 management functions.
15. Provides any information necessary to the County Public Health Department for them to conduct testing and contact tracing per their protocols.
16. Communicates with appropriate staff when a student and/or staff member is cleared to return to work after being exposed to COVID-19.
17. Coordinates District and site distribution, monitoring and collection of posted Cleaning Sign-off Forms at the completion of each cleaning.
18. Coordinates the monitoring and updating of each site's completed HVAC filter change completion.
19. Works with Director of Purchasing about communicating to staff plans and procedures for maintaining stock of PPE.
20. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

1. Bachelor degree required, preferably in public health and or business administration;
2. Possession of an Associate Risk Management (ARM) Certificate is highly desirable;
3. Bilingual, biliterate, and bicultural preferred; and
4. Possession of a valid California Driver's License and reliable transportation to travel to District sites.

### **SKILLS, KNOWLEDGE AND ABILITIES:**

1. Knowledge of risk management principles, particularly as they apply to natural and manufactured crisis, and/or pandemics.
2. Knowledge of district policies, procedures, Memorandums of Understanding

(MOUs) and collective bargaining contracts relating to risk management issues, specifically pandemic -related issues.

3. Knowledge of COVID-19 guidelines issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), and the California Department of Education
4. Knowledge of Federal, state, county safety program set up and administration for a California school district.
5. Knowledge of Americans with Disabilities (ADA) laws and compliance/knowledge of Workers Compensation.
6. Knowledge and skill in use of computers and assorted software programs used for statistical data, word processing and database management.
7. Ability to analyze and interpret loss data, program costs, and prepare accurate and complete reports.
8. Ability to read, learn, interpret and apply complex federal, state, and district regulations
9. Ability to communicate effectively both verbally and in writing with all levels of district staff and the community.
10. Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines.
11. Ability to work effectively with all levels of district staff, vendors, outside contractors/consultants, and the community.
12. Ability to analyze and resolve problems situations with tact and diplomacy and take effective courses of action.
13. Ability to establish and maintain records and maintain confidentiality of privileged information obtained in the course of work.
14. Ability to maintain consistent, punctual and regular attendance.

### **Working Conditions**

Indoor office and outdoor environments, moderate noise, continuous contact with staff and frequent interruptions. Will need to travel to various school sites and meeting venues. Need to wear and use PPE equipment.

### **Physical Abilities**

Inspect documents and other written materials with fine print. Communicate to exchange information in person, in small groups, and/or on the telephone. Move about the facilities to conduct work including, walking, standing, remaining seated, reaching with arms and hands, climbing ladders, lifting and moving small items (up to 50 pounds) stooping, kneeling, crouching, and remaining in a stationary position for long periods of time. Operate office equipment requiring repetitive hand movement and fine coordination.

SLS: HR:7-7-20