



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **COVID Support Technician**  
Job Family: **Support Services Administrative**  
Prepared/Revised Date: **June 9, 2022**

FLSA Status: **Non-Exempt**  
Pay Range: **SS25H**  
Job Code: **40905**

**SUMMARY:** Responsible for coordinating and collaborating with the District COVID Support Nurse, School Nurse and School Staff when a positive COVID case or exposure is reported. Communicate with families and Larimer County Department of Health and Environment (LCDHE) to determine exposure, symptom history, and test results. Follow District COVID Response Team protocols to determine close contacts, educate on Return to Learn steps, and document cases. Communicate with families regarding student illness and Return to Learn Protocols. Float to schools to fill in as Health Technician to cover absences or staffing shortages.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Educate staff and families regarding Return to Learn and when they may return to school.	D	15%
2. Utilize District tools to track student symptoms, testing, dates of return, and all communications.	D	15%
3. Initiate contact tracing in collaboration with District COVID Support Nurse. Consult with nurses, school staff, and families to determine close contacts according to District and LCDHE protocols.	D	10%
4. Contact staff or families of students diagnosed with COVID to determine symptom history, exposure, and attendance in District programs.	D	10%
5. Enter confirmed COVID cases and exposures and close contact data into the PSD Tracker.	D	10%
6. Collaborate with District Contact Tracing Support Nurse for COVID case management and Return to Learn follow-up.	D	10%
7. Submit case information to LCDHE according to established protocols.	D	10%
8. Attend work and arrive in a timely manner.	D	1%
9. Float to schools across the district and serve in a health technician role to cover absences and staffing shortages as needed. Coordinate and collaborate with the school nurse for providing health care/first aid, medications, and/or assistance with medical procedures to students.	W	10%
10. Maintain and compile student health records, files, and database and health-related reports and documents.	W	5%
11. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- One year of related experience; previous relevant healthcare experience preferred
- Equivalent combination of education and experience acceptable

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Licensed health professional (LPN, CNA, MA) strongly preferred
- CPR and First Aid certifications

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**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Multi-lingual skills strongly preferred
- Ability to work a flexible schedule including some weekend and evening hours
- Ability to work in a remote environment
- Ability to travel to and work in multiple locations across the district
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills including basic calculations and application of basic math concepts
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability to manage multiple priorities
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages and websites/apps
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle, or feed		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate		x		
Instruct			x	
Compute				x
Synthesize		x		
Evaluate		x		
Interpersonal Skills			x	
Compile			x	
Negotiate	x			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	