



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Coordinator, COVID-19**
 Job Family: **Professional**
 Prepared/Revised Date: **April 5, 2022**

FLSA Status: **Exempt**
 Pay Range: **N**
 Job Code: **33522**
 Days: **230**

SUMMARY: Responsible for maintaining PSD’s overarching response to the COVID-19 pandemic, developing plans and protocols that balance staff and student health and safety and access to academics. This work is done in partnership with district leadership and stakeholders across the school district, Larimer County, and state. **Note: This is a one year only position.**

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
1. Track, analyze, advise, consult, and implement new/updated public health guidelines in coordination with the District’s Health Services Coordinator, other members of the Health Services team, and other district stakeholders, as necessary. Coordinate work and meetings, as needed; to engage stakeholders. Continuously monitor the District’s preparedness activities, protocols, and responses to the ever-changing conditions.
2. Serve as PSD’s primary liaison with the Larimer County Department of Health and Environment (LCDHE), Colorado Department of Public Health and Environment (CDPHE) and other public health agencies, facilitating conversations about and review of the district’s COVID-19 response and plans and serving as the primary point of contact for questions among PSD and LCDHE/public health staff. This could include but not limited to coordinating vaccination clinics with LCDHE or CDPHE, state COVID test distribution or testing protocols. as needed.
3. Hire, train, and supervise PSD’s District Contact Tracing Team. Develop and deliver training to staff and stakeholders related to contact tracing, health and safety protocols, and other COVID-19 response related to standard operating procedures; new guidance, and protocol updates/changes.
4. Oversee PSD’s compliance with public health requirements for contact tracing and the district’s overall contact tracing strategy and maintaining/updating the COVID-19 Response Teams’ protocols, as necessary.
5. Maintain and update the PSD Toolkit, the primary record of PSD’s evolving COVID-19 response plans and protocols.
6. Work with the PSD Communications Department to develop strategies of communication about PSD’s COVID-19 response and protocols for internal and external district stakeholders, including but not limited to staff, students, families, community members, elected officials and more.
7. Serve as a resource and provide guidance to district administrators regarding district protocols, contact tracing, and communication including effective implementation. Provide assistance with contact tracing for cases that involve more than one school site and/or department and assist with prompt communications.
8. Maintain and analyze PSD’s COVID-19 data (existing and new data), coordinating efforts so that PSD’s related COVID-19 data dashboards provide accurate, timely and actionable data for school, department, and district leaders, as well as provide a transparent picture of COVID-19 in the district for members of the community. Coordinate with IT, as needed, around the Case Management Application and other related tracking mechanisms.
9. Support the logistics activities of health/nursing staff and Operations staff, in relation to the purchasing of COVID-19 related supplies, etc. Liaison with Health Services Coordinator, purchasing department, and facility services department to ensure supplies, equipment, and materials are procured, and distributed.
10. Perform other duties as assigned.
11. Attend work and arrive in a timely manner.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in related field (Public Health, Nursing)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of Power BI, Google Workspace (Formerly G Suite), Drupal 8 Web Editing, Microsoft Office Suite
- Strong written and oral communication skills
- Ability to interpret scientific and statistical information and prepare informational materials to meet the needs of various audiences
- Ability to explain complex information to the public in a clear, concise, accessible manner
- Ability to develop and present district-wide communication and trainings
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- 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

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Student Services	
Direct reports:	Direct reports	2 District Contact Tracers

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)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



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