



SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION  
DEPARTMENT OF HUMAN RESOURCES

**Job Title:** COVID-19 K-12 School Division Testing Nurse/Clinical Support  
**Location:** Central Office  
**Reports To:** Amy Rose, RN  
**Salary:** 36,000  
' Grant Funded Position

**Job Summary**

The Testing Nurse/Clinical Support will respond to educators' needs with clinical expertise and serve as a resource for school and division officials as they navigate the needs of their communities in regards to COVID-19.

**Professional Qualifications**

- Knowledge and understanding of the cause, transmission, and prevention of infectious disease, specifically COVID-19.
- Knowledge of public health practices, communicable diseases, disease control, and epidemiologic methods.
- Strong Oral and written communication skills with healthcare professionals and the public.
- Unrestricted license to practice as a RN in Virginia.
- 1-3 years professional experience.
- Ability to pass a background check and necessary screening for work in a school environment.
- Knowledge of COVID-19 testing modalities.
- Ability to work independently and as part of a team.
- Ability to adapt to rapidly changing priorities.
- Knowledge of Microsoft Office and Google Suite programs.
- Knowledge of HIPAA.
- Strong computer skills.
- Strong attention to detail and ability to think analytically.
- Ability to work onsite or effectively communicate with stakeholders virtually.

**Essential Duties**

- At the school division of school level, assures accurate, credible, actionable, and timely public health information related to all aspects of COVID-19.
- Assists the informed decision making by the public school system and other stakeholders.
- Reporting back any needs for additional clinical resources (eg.g., PPE materials).
- Travel between schools within the division to provide knowledge resources and clinical expertise to school staff.
- Responding to parental concerns and clinical questions about COVID-19 testing and symptoms as needed or required by on-site presence.
- Providing support during COVID-19 testing to students who may require it (very young students, students with disabilities).
- Coordinating logistics with the school administration and advising schools on implementing containment guidance in the case of a positive pool.
- Assisting in sharing best practices and resource needs across schools in the division with the K-12 Division Coordinator.
- Providing information for the vendor to coordinate schedules across multiple schools in the division, as needed.
- Coordinating with the Local Health Department, as needed.
- Maintains daily communication with the supervisor.
- Contributes to K-12 School Division COVID-19 response by assisting with any other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Demonstrated ability in supervision.
- Working knowledge of control, and management.

- Strong communication skills, both verbal and written.
- Group leadership skills, including and understanding of group dynamics.
- Demonstrated organizations, staff, and project management abilities.
- Possess current certificates in and be able to perform CPR and medical First Aid (or be willing to be certified upon hire).

**Terms of Employment:**

12 - Months

Exempt

**Additional Responsibilities to perform:**

1. Conforms to all state laws and regulations.
2. Acts as a liaison with administrators, community health leaders, hospital and community stakeholders.
3. Collaborate and coordinate with a team of public health professionals and school administrators.
4. Research and secure health program partnerships.
5. Adhere to CDC policies and guidelines
6. Other duties as assigned

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of Southampton County School Board's policy manual and the Virginia Board of Nursing.

To apply electronically please visit <https://www.applitrack.com/southampton/onlineapp/>

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