



SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION
DEPARTMENT OF HUMAN RESOURCES

Job Title: COVID-19 K-12 Division Coordinator
Location: Central Office
Reports To: Health Care Specialist
Salary: 36,000
Grant Funding Position

Job Summary

The Testing Coordinator will oversee the daily operations of the division testing program. They will be responsible for facilitating consent and registration, ensuring a space is set up for testing, and overseeing notification procedures.

Professional Qualifications

- Demonstrated experience working in emergency or disaster management, or experience working with public health response within K-12 schools.
- Knowledge and understanding of the cause, transmission, and prevention of infectious diseases, 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.
- Strong computer skills.
- Strong attention to detail and ability to think analytically.
- Ability to work onsite or effectively communicate with stakeholders virtually
- Ability to pass background checks and necessary screening for work in a school environment.

Essential Duties

- Serving as the primary point of contact for testing activities at schools within the division.
- Advising schools on target population testing in the division and adjusting testing needs in response to school community concerns.
- Overseeing the collection of consent forms by schools in the division and ensuring the proper management of student information at the school and division level.
- Maintain communication with vendors, LHD, and VDH as needed.
- At the school division or school level, work with division Testing Nurse/ Clinical Supports to ensure accurate, credible, actionable, and timely public health information related to all aspects of COVID-19, to inform decision making by the public school system and other stakeholders.
- Establish and ensure the communication of isolation protocol and assist with school questions regarding public health recommendations regarding close contact protocol.
- Responding to school needs and assisting the facilitation of answers to parents and school communities regarding COVID-19 testing and symptoms as needed.
- Respond to school requests for supplies associated with supporting a testing program in schools.
- Maintain contact with the Division Financial Officer to ensure the accuracy of invoices submitted to the Department of Health and ensure their timely submission.
- Maintains daily communication with school officials and division Testing Nurse/Clinical Supports, as needed.

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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