

# MCDOWELL COUNTY SCHOOLS

## Job Description

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**POSITION:** COVID-19 Response/Recovery Support Liaison

**REPORTS TO:** Assistant Superintendent or Designee

**CLASSIFICATION:** Professional

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**FLSA STATUS:** Non-Exempt

**EMPLOYMENT TERM:** As needed basis for 2021-2022 School Year

**COMPENSATION:** \$25.00 an hour

**EVALUATION:** Performance in this position will be evaluated annually by the Assistant Superintendent or the designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

**JOB SUMMARY:** This position, grant funded by The West Virginia Department of Health and Human Resources (WVDHHR), will provide assistance in working with the Superintendent's Office to assist with support of School-Based Public Health Workforce COVID-19 response/recovery preparedness efforts after school hours or during weekends.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate with McDowell County Health Department when contact tracing is required;
- Conduct contact tracing and case investigation;
- Set up locations for student pick-up when necessary in case of a symptomatic student;
- Act as the point of contact for families regarding COVID testing, treatment resources, and return to school;
- Collect and maintain data on number of vaccinated teachers and students per school, number of cases identified in school, community, or extra-curricular activities;
- Assist with coordination and organization of vaccine clinics;
- Complete paperwork to order vaccine and record vaccine verification;
- Set up calls/appointments or other scheduling tasks associated with vaccine clinics;
- Should the county schools choose to do school-based COVID-19 testing, coordinate between county school system and state contracted testing labs; and
- Submit reports to DHHR and the local health department regarding numbers of individuals tested;
  - Maintain a high level of ethical behavior and confidentiality;

- Demonstrate the ability to remain and respond calmly and objectively to a variety of situations;
- Must maintain and upgrade skills through professional development; and
- Perform all other assignments related to the job as assigned by the Assistant Superintendent and/or certified school nurse.

**SUPERVISORY RESPONSIBILITIES:** Students

**QUALIFICATION REQUIREMENTS:**

- Demonstrate experience in conducting contact tracing and case investigation when COVID-19 positive cases are identified;
- Demonstrate appropriate safety, hygiene and health standards;
- Demonstrate safety of work area;
- Demonstrate adherence to schedules; being punctual;
- Demonstrate flexibility and adjusting to change;
- Demonstrate courtesy and tactfulness in interpersonal relations;
- Demonstrate dependability;
- Demonstrate understanding and implementing responsibilities; and
- Demonstrate ability to use good judgment and make good decisions.
- Undergo criminal history check of new applicants for licensure as per WV Code §18A-3-10.

**EDUCATION AND/OR EXPERIENCE:**

- Must hold a valid license from the West Virginia Board of Examiners for Licensed Practical Nurses or Registered Nurse license;
- Experience as a Licensed Practical Nurse or Registered Nurse preferred;
- Current CPR & First Aide certification;

**COMMUNICATION SKILLS:**

- Be able to communicate with adults, follow instructions, accept supervision, and work with all children;
- Ability to perform duties in full compliance with state and county requirements; and
- Ability to define problems, collect, review and analyze data; establish and draw conclusions.

**MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

**REASONING AND OTHER SKILLS/ABILITIES:**

- Ability to follow shop manuals and work orders maintaining a safe work environment;
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position;

- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position;
- Ability to accurately perform assigned tasks; and
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

**PHYSICAL DEMANDS:** The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit and often required to walk. While performing the duties of this job, the employee is frequently required to lift and move up to a minimum of 100 pounds vertically without assistance. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in the school setting. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*