



## **COVID-19 TESTING COORDINATOR**

### **GENERAL RESPONSIBILITIES**

Under the direction of the Chief of Schools, this position is responsible for assisting with the facilitation of a successful school testing program. The position will oversee the daily operations of the school division COVID-19 testing program. They will be responsible for facilitating consent and registration, ensuring a space is set up for testing, and overseeing notification procedures.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as the primary point of contact for testing vendors to facilitate testing activities at schools within the division.
- Advise schools on target population testing in the division and adjusting testing needs in response to school community concerns.
- Oversee the collection of consent forms by schools in the division and ensure the proper management of student information at the school and division level.
- Maintain communication with the testing vendor, local health department, and Virginia Department of Health, as needed.
- Understand and ensure the communication of public health recommended isolation/quarantine protocols and assist with school questions regarding public health recommendations regarding close contact protocol.
- Respond to school needs and assist with 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.
- Maintain daily communication with school officials and division Testing Nurse/Clinical Supports, as needed.
- Provide information for the vendor to coordinate schedules across multiple schools in the division, as needed

### **KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of the principles, standards, practices and techniques of professional and school nursing; comprehensive knowledge of the dangers inherent in and the precautions to be taken in the use of medications; thorough knowledge of the treatment, diagnostic, immunization and related medical services; Must have the ability to assign and supervise the work of personnel and to instruct them in practices and techniques; accurately maintain student medical records and prepare reports; establish and maintain effective relationships with associates, students, parents, physicians, subordinates and others contacted in the course of work; conduct assessments in emergency and non-emergency situations; work onsite or effectively communicate with stakeholders virtually; adapt to rapidly changing priorities; and the ability to communicate with healthcare professionals and the public. Must have the ability to think analytically and a strong attention to detail. Must have superior written and oral communication skills, and computer skills.

### **EDUCATION AND EXPERIENCE**

**Required:** Bachelor of Science in Nursing (BSN). Current Virginia licensure as a registered nurse. Extensive nursing experience in community, public health, pediatric, or schools' settings.

**Preferred:** Master's Degree in Nursing. Two years of professional experience planning, developing, and implementing projects in public health or a directly related health field; and knowledge and understanding of the cause, transmission, and prevention of infectious diseases, specifically COVID-19.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Work involves moderate exposure to infectious diseases, Ability to lift to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.  
Must be able to pass a background check and necessary screening to work in a school environment.  
Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 10/21
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