

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: COVID-19 Response Assistant

Department: Safety and Health Department

Grade H

H.P.D 8

D.P.Y Temporary

Job Description Date Reviewed: October 2020

Reports to: Safety and Health Director

Purpose of Job

The purpose of this job is to help maintain student and employee safety and health by analyzing reports provided by various entities. The position's responsibilities require independent analysis, verbal and written communication, and problem solving. The position will require communication with administrators regarding contact tracing documents and procedures. A strong work ethic, confidentiality and integrity is a must as the individual needs to be able to accurately document and use time and other district resources effectively and efficiently. Flexible work schedule will be required.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Regularly reviews and examines COVID-19 reports generated by CMCSS on a daily basis, these reports may require review during evening hours and weekends. Daily work scheduled may require adjustment based on required after hours work.

Works with the safety and health department and administrators during a positive COVID-19 case response.

Require prioritization, prompt action, and attention to detail in documentation and data management as multiple investigations will be conducted simultaneously.

Communicate with school administrators and school nurse staff the proper protocols and procedures during a COVID-19 positive case response.

Act as a liaison between the school administrator staff and the Montgomery County Health Department. Ensure contact tracing documentation is accurate

Familiar with CDC and TN Dept. of Health's COVID-19 procedures and guidelines for Management of COVID-19 in Schools.

Routinely reviews and researches new COVID-19 guidance from multiple resources.

Responsible for processing information quickly identifying patterns and responding with deductive analytical reasoning in an efficient timely manner.

Works with other CMCSS department staff as appropriate to determine and resolve problems as needed.

Creates reports based on COVID-19 data for individual school level or district level information.

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents.

Practices discretion in all matters related to information received or communication shared in regards to the position or district matters.

Maybe required to attend virtual or in person department meetings

Collaborate and coordinate with a team of public health professionals to efficiently complete contact notification and monitoring assignments. Inform the team and supervisor when attempts to communicate with a contact are unsuccessful. Elevate complex situations to supervisor for further guidance.

Maintain patient confidentiality and ensure that all information is collected in concordance with local data privacy and confidentiality standards.

Performs other duties, as required, to support the mission and vision of CMCSS and the Safety and Health of the students and staff.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or GED) required, with four or more years of administrative experience and experience with GoogleDocs, Word, and Excel required. Ability to prioritize and organize work area and maintain accuracy of work despite multifaceted task directions and interruptions. Strong written and verbal communication skills required.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and medical equipment such as computers, printers, copier, calculator, telephone, vision screening machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to 100 pounds of force occasionally, and/or in up to 50 pounds of force frequently, and / or up to 20 pounds of force constantly to move objects. Physical demand requirements are at levels of those for heavy work. The worker is required to function around mental patients. The worker is exposed to infectious diseases. Essential physical requirements of the job include: **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. **Crouching:** Bending the body downward and forward by bending leg and spine. **Crawling:** Moving about on hands and knees or hands and feet. **Reaching:** Extending hand(s) and arm(s) in any direction. **Standing:** Remaining upright on the feet, particularly for sustained periods of time. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Pushing:** Using upper extremities

to press against something with steady force in order to thrust forward, downward or outward. **Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. **Lifting:** Raising objects from a lower to a higher position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling. **Grasping:** Applying pressure to an object with the fingers and palm. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly. **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound. **Repetitive motions:** Making substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes given assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to communicate with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking -expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

JOB CONDITIONS: Office, and wide variety of occupational environments – including outdoors. Wide variety of climatic exposures. The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date