

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Communicable Disease Nurse Coordinator

**Department:** Safety & Health  
Department

**Temporary-1 year (Epidemiology & Laboratory Capacity (ELC) Grant Funded)**

**Grade** RN (J) or LPN (I)

**H.P.D.** 7.5

**D.P.Y.** 196

**Job Description**

**Date Reviewed:** July 2022

**Reports To:** Safety and Health Director &  
Student Health Services Supervisor

**Purpose of Job**

The purpose of this job is to assist in coordinating communicable disease policy and procedures while serving as liaison between Health Services, school nurses, communicable disease nurses, health office assistants, district administrators, students, parents and applicable vendors. Duties and responsibilities include collecting, reviewing and reporting communicable disease data. Assisting with the hiring process of Communicable Disease School Nurses and Health Office Assistants. Assist with health screening room staffing, supply ordering and testing quality control. Reports to Student Health Services Supervisor.

**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.**

Answers telephone and provides information or directs calls/messages to appropriate personnel; serves as liaison between Health Services, school nurses, communicable disease nurses, health office assistants, district administrators, students, parents and applicable vendors.

Serves as a resource for the communicable disease nurses, school nurses and health office assistants in regards to COVID-19.

Assists with scheduling and staffing of health screening room.

Collects data and prepares state reports as requested.

Strong computer skills required with the ability to create charts, graphs, and spreadsheets.

Floats as needed to cover clinics and health screening rooms as requested.

Assist with the hiring process of communicable disease staff.

Assists with training of communicable disease staff.

Assists with the development and implementation of COVID-19 testing protocols and processes in the schools.

Documents in the electronic medical record as indicated.

Serves as a resource for staff and families in regards to exclusion information.

### **Additional Job Functions**

Performs other duties as required. Assumes duties of school nurse, or communicable disease nurse as requested. Assists Health Services and the Student Health Services Supervisor as requested.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Licensed as a practical or registered nurse. Bachelor's degree preferred. Combination of training and experience equivalent to or superior to the foregoing requirements. BLS CPR Certified. First Aid. Tennessee Driver's License

### **KNOWLEDGE OF JOB**

Has considerable knowledge of COVID-19 policies and protocols. Stays current with CDC and TNDOH COVID-19 guidance

### **(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 equipment, such as telephones, computers, typewriters, copiers, adding machines, calculators, two-way radio, etc. Must be physically able to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, 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 and financial information. Includes giving 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 related to the position of Communicable Disease Nurse Coordinator. Requires the ability to writer 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Communicable Disease Nurse Coordinator.

**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 office 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 minimal 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 deal 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 related to the position of Communicable Disease Nurse Coordinator.

**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).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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**Date**

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**Date**