

## **COVID Testing Coordinator**

**Distinguishing Features of the Class:** This position is responsible for providing COVID testing support services to the district through federal funding provided to local health departments. The work is performed under the general supervision of the Superintendent of Schools. Candidate would be expected to perform related work, as required.

### **Typical Work Activities:**

- Coordinate and oversee all aspects of school-based COVID screening testing, including surveillance, athletic, and point of care testing;
- coordinate and over see related staff for testing in schools: development and implementation of scheduling for each school's testing schedule in coordination with the school's representative; collection and reporting of testing data to NYSDOH;
- serve as frontline resource to answer questions and requests related to testing and COVID;
- positive case identification and coordination;
- create and maintain comprehensive school contact listing and testing database and prepare reports as necessary;
- serve as liaison to local county health department and BOCES;
- prepare and complete required daily reporting to the NYSDOH ECLRS system;
- represent the district at local, regional and statewide activities as they relate to the area of responsibility.
- perform all other duties as assigned by the Superintendent of Schools

### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- General knowledge of COVID-19 symptom identification and mitigation protocols;
- good working knowledge of COVID-19 testing protocols and lab reporting requirements;
- good knowledge of occupational health and safety and related standards for personal protection equipment required for COVID-19;
- good knowledge of modern professional terminology, procedures, equipment and business English;
- ability to operate a personal computer and utilize common office software programs including presentations, word processing, spreadsheets and databases;
- ability to understand and interpret complex oral instructions and/or written directions;
- ability to participate in assigned projects and lay-out work for others;
- ability to supervise related staff;
- ability to work well with others and to secure their cooperation;
- ability to communicate effectively, both orally and in writing;
- physical condition commensurate with the demands of the position.