

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

17328 Penn Valley Dr. Suite A., Penn Valley, CA 95946-9764
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JOB TITLE: Temporary COVID-19 Support Specialist

SUPERVISOR: Superintendent or Designee

SALARY RANGE: \$22.30 per hour 4 hours a day 5 days a week

BASIC JOB FUNCTIONS:

Under the direction of an assigned supervisor, performs highly complex and specialized secretarial and clerical functions, including but not limited to reception, transcription of documents and administrative support for project management, technical reporting, standards development and systems administration practices. The COVID-19 Support Specialist provides assistance in a wide range of district operations-based projects including planning, organizing and implementing protocols and processes as it pertains to District COVID-19 related activities. The COVID-19 Support Specialist assists in maintaining document filing and retrieval systems and record-keeping. The COVID-19 Support Specialist provides support and communicates information to staff, community members, governmental and/or other agencies, and works effectively to establish and maintain a positive and effective relationship with the school district community.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE: Individuals in this job classification perform a wide variety of database entry, maintenance, and organizational tasks in support of COVID-19 response plan for the District; this includes supporting the coordination of COVID-19 related plans with other district safety, emergency, and instructional plans; responsible for a major functional area within the school district including administrative support, business and community partnerships, legal, personnel and business support functions. Ability to maintain confidentiality of student-specific and/or employee specific information is required.

ESSENTIAL JOB FUNCTIONS

- Performs administrative support that involves applying a working understanding of the functions and procedures of the department as well as a basic understanding of the functions and procedures of other organizational units.
- Provides customer services assistance, greets visitors, students, parents and the public; receives incoming telephone calls and directs them to the appropriate staff member.
- Assists staff and students with registration/appointment for District COVID-19 testing.
- Coordinates and performs administrative aspects as it relates to COVID-19 compliance activities, projects and events, integrating them with ongoing work routines.
- Manages all contact tracing; provides pertinent information of individuals with positive COVID-19 exposure; submits required reports to local health authorities.
- Maintains a variety of manual and electronic documents, files and/or records for the purpose of documenting COVID-19 related activities, providing reliable information, and complying with district, state and federal requirements and guidelines.
- Packages test samples for shipping to laboratory following detailed guidelines

- Assists in ordering, storage, distribution and logistics pertaining to PPE supplies and equipment; maintain inventory of all PPE supplies and equipment; liaise with District vendors/suppliers of PPE supplies
- Becomes familiar with processes and procedures for COVID-19 surveillance testing
- Keeps abreast of latest directives and trends as promulgated by the CDC, State Public Health and Nevada County Department of Public Health
- Drafts, edits and process records for a variety of meetings; researches and compiles data and related reports; prepares complex reports
- Organizes, coordinates and communicates information to school and district staff, parents, students and/or community members.
- Reviews and prepares forms and documents for data-entry purposes; enters and updates information into data forms or data information systems according to standard formats; receives, records, and checks data for accuracy and completeness (e.g. purchase orders, independent study contracts/logs, etc.)
- Maintains confidentiality of privileged information regarding students, parents, staff and others
- Performs other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- In-depth knowledge of office practices, procedures and equipment, including filing systems & principles of office & time management.
- In-depth knowledge of business mathematics skills associated with accounting, budget, payroll processing and record-keeping.
- Basic knowledge of safety and health standards and regulations
- Ability to learn and apply knowledge of district operations and services
- Proficient with MS Office Software: Word, Excel, Power Point, etc.
- Ability to learn and apply collective bargaining agreements between the district and employee representative units.
- Ability to learn and apply laws, regulations, policies and procedures governing school operations and services.
- Well-developed skills using the English language, grammar, spelling punctuation and proofreading/editing necessary to prepare professional correspondence, documents and publications.
- Ability to operate various office machines, including calculators, copy machine, fax and computers
- Ability to show a high level of care and thoroughness in handling the details of the job
- Maintain composure in the face of high workload, competing or conflicting demands, ambiguous assignments, interruptions and distractions
- Maintain consistent, punctual and regular attendance
- Requires sufficient human relations skills to work with diverse populations presenting a positive image of the school, conveying technical information to others and using patience when dealing with difficult individuals or in difficult situations.
- Ability to read, understand, apply and explain technical policies and materials.
- Ability to prioritize multiple tasks and projects; perform a wide variety of complex office work involving independent judgment; follow oral and written directions.
- Ability to establish and maintain harmonious staff and public relations; work cooperatively and communicate effectively with staff, parents, students and the public; work efficiently as a team member; coordinator with other staff using leadership and judgment.
- Ability to maintain confidentiality of private and sensitive information.

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing essential functions and responsibilities of this job, the employee is regularly required to sit for extended periods; walk, sit, push, lift, bend, reach, climb; speak and hear effectively. Requires the ability to use near vision to read printed materials. Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Occasional lifting of at least 40 pounds.

Working Conditions: Work is performed primarily indoors in an office environment, engaged in work of a primarily sedentary nature; occasionally works outdoors in a variety of weather conditions.

EDUCATION AND EXPERIENCE:

- Requires high school diploma/equivalent, supplemented by training/experience to demonstrate knowledge and abilities listed above.
- Relevant post-secondary training and office management experience supplemented by demonstrated oral and written communications skills; demonstrate organizational ability; demonstrated expertise in technology.
- If applicable, college-level course work may substitute for/be deemed equivalent of some experience.

LICENSES AND OTHER REQUIREMENTS:

Prospective and current employees are expected to possess and maintain the following:

- Current Hands On Adult and Pediatric First Aid and CPR certificates (Training provided by District)
- Current Driver's License issued by the California Department of Motor Vehicles (DMV)

CONDITIONS OF EMPLOYMENT:

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Evidence of all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

WORK YEAR: Expires June 30, 2022

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

ADOPTED: September 15, 2021

Revised: November 10, 2021

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature

Date