

Ashe County Schools Job Description

POSITION	COVID-19 Contact Tracer
TERM	Part-time, Temporary (until end of 2020-2021 school year)
FLSA STATUS	Non-exempt
PAY GRADE	Grant-Funded – Hourly rate
SITE	Determined by Student Services Director and Superintendent
REPORTS TO	Director of Student Services and Assigned School Principal

NATURE OF WORK

This temporary part-time position will be a school nurse extender to assist with staff and student health concerns, especially associated with Covid-19. School nurse extender/COVID-19 contact tracer will work remotely to help trace Covid-19 cases and exposures. This position will require communicating with students, parents, school nurses, AppHealth staff, other care providers, school administration and district administration. Decisions made by this employee require discretionary judgment and analysis. Errors may not be easily discernible and may result in serious impact on the individual child and others. The work of this employee is seldom reviewed while in progress and is performed under general supervision.

SPECIFIC RESPONSIBILITIES

- Assess and maintain policies and procedures specific with Covid-19
- Collaborate with other school nurses as well as health department and primary care providers to trace and track Covid-19 exposures, symptoms, and follow up contacts.
- Coordinates with parents, physicians, and school personnel to develop and implement individual student health plans
- Keep accurate and precise documentation of contacts, dates of exposure and return to school, accurately determining close contacts, and make repeated attempts to contact families.
- Send out district communications to families and students upon potential exposures and close contact exposures
- Monitors compliance of school health program with federal, state and local laws, regulations and policies
- Prepares health reports for supervisor, board of education, health department and state department
- Collaborates with other child-support agencies in designing and providing a school health program
- Communicates and advocates for the prevention and control of communicable disease
- Serves as a resource person on health issues
- Recommends corrective action where problems are identified

- Coordinates with school social worker and district administration for improved processes with Covid-19 tracing and tracking
- Corresponds with parents on health needs of children
- Records immunizations, health findings, and other relevant health data
- Other duties as assigned by supervisor(s)

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of NCHDDS Strong Schools Toolkit and stays up to date with changes and updates as they occur
- Keeps up with local and state changes with Covid-19 protocol and effectively communicates those changes with all stakeholders as needed.
- Considerable knowledge of medical disorders and treatment
- Considerable knowledge of child growth and development
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies
- Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services.
- Knowledge of the school organization and the community served
- Ability to identify abnormal growth and development and symptoms of disease
- Ability to coordinate and facilitate services between the school, local health agency, and other community resources
- Ability to develop and maintain health records on students
- Ability to develop positive working relationships
- Ability to utilize technology resources (i.e. email, word processing, spreadsheets, student data management systems)
- Must demonstrate attention to detail, professional attitude, and ability to maintain confidentiality

TRAINING AND EXPERIENCE

- Completion of training necessary to perform duties above as directed by the Director of Student Services and/or school principal

SPECIAL REQUIREMENTS

- Medical Office Assisting, CNA, LPN, RN
- Certification by National Board for Certification of School Nurses advantageous