

## **Job Description**

**GRANT FUNDED**

**Job Title:** ViSSTA Site Coordinator

**Supervisor:** Supervisor of Health Services

**Pay Grade:** 31

**Job Classification:**

**Contract Length:** 195

### **Job Summary**

Position is responsible for the facilitation of a successful school COVID-19 testing program. The ViSSTA Site Coordinator will plan, execute and oversee daily operations of the testing program. Position will be responsible for facilitating consent and registration, ensuring a space set for testing, coordinating with vendors/health department and overseeing all communication and notification procedures.

### **Essential Duties**

1. Serve as the primary point of contact for testing vendors to facilitate testing activities at schools within the division.
2. Advise schools on target population testing in the division and adjust testing needs in response to school community concerns.
3. Oversee the collection of consent forms by schools in the division and ensure the proper management of student information at the school and division level.
4. Maintain communication with the testing vendor, local health department, and Virginia Department of Health.
5. Understand and ensure the communication of public health recommended isolation/quarantine protocols and assist with school questions regarding public health recommendations regarding close contact protocol.
6. Respond to school needs and assist with the facilitation of answers to parents and school communities regarding COVID-19 testing and symptoms as needed.
7. Respond to school requests for supplies associated with supporting a testing program in schools.
8. Maintain contact with the accounting and budget department to ensure the accuracy of invoices submitted to the Department of Health and ensure their timely submission.
9. Maintain consistent communication with school officials and division health services staff.
10. Provide information for the vendor to coordinate schedules across multiple schools in the division.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Supervisor of Health Services or appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of standard high school diploma and completion of two years of college work, or any combination of experience and training which will provide the required knowledge, skills and abilities. Professional experience planning, developing and implementing projects preferred. Strong oral and written communication skills. Strong attention to detail and ability to think analytically. Ability to adapt to rapidly changing priorities. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques; and the knowledge of business English, spelling and math. Excellent computer skills, to include proficiency with Microsoft Office, spreadsheet and/or databases software. Ability to understand and follow verbal and written instructions.

Demonstrated judgment, customer service and organizational skills. Ability to meet deadline requirements within a stressful environment and function effectively with other staff members to complete all necessary tasks.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Health Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The ViSSTA Site Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Health Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

10/2021 CR