San Leandro Unified School District
Job Description

Pandemic Services Assistant

DEFINITION:

The position of Pandemic Services Assistant is hereby created for the purpose of establishing communications with contacts in order to apply standard protocols for determining COVID related symptoms, and other relevant health information; providing instructions for self-quarantine; and making referrals for COVID testing as appropriate. The duties of Pandemic Services Assistant shall comply with policies and procedures established by county and state health regulatory agencies including maintenance of confidentiality and data security related to private health information.
This position reports to the Director of Safety and Emergency Services or Assigned Administrator as is not a part of the classified bargaining unit.

ESSENTIAL FUNCTIONS :

- Administer pandemic viral testing in compliance with local and state public health orders.
- Establish process and schedule for implementing the district pandemic testing.
- Track employees or students with symptoms or testing positive for pandemic virus.
- Provide district approved information and prepares standardized documents on guidance on COVID quarantine procedures and what to do if symptoms develop.
- Utilize a computer and/or device with appropriate access to required applications, databases, and/or web based platforms, daily. Document pertinent information, in COVID-19 testing data/surveillance systems while adhering to protocols for completeness, timelines and frequency from a variety of sources.
- Perform a variety of assigned activities such as greeting visitors, duplicating materials, and registering individuals for COVID-19 testing.
- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages about COVID topics.
- Maintains inventory of supplies and materials related to COVID testing and vaccination verification.

JOB REQUIREMENTS: Minimum Qualifications

SKILLS:
Skills required to perform the duties of Pandemic Services Assistant include maintenance and updating of confidential medical information and files in standard database format as supported by applicable computer equipment. Oral and written communication skills and Interpersonal skills using tact, patience and courtesy are required.

KNOWLEDGE:

- Ability to observe and detect COVID-19 related symptoms.
- Ability to perform COVID related contact tracing.
- Ability to understand and apply COVID related federal and state laws, regulations, policies and procedures.

ABILITY:

- Assist in describing pandemic related processes and procedures related to COVID-19 symptoms, tracing, testing and vaccinations.
- Prepare, maintain and process COVID 19 related forms, applications and records.
- Demonstrate an ability to communicate COVID 19 related information to employees, students, family members and all other contacts with the District.
- Routinely gather, collate, and classify data
- Maintain confidentiality of privileged and sensitive medical information.

RESPONSIBILITY:

Responsibilities include working under direct supervision exploring and implementing unique and time sensitive issues related to COVID 19 vaccinations, testing and contact tracing.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that provides the required knowledge, skills and abilities.

Required Testing**:** Satisfaction of district's qualifying assessment.

CLEARANCES:

- TB Clearance
- Criminal Justice/Fingerprint Clearance
- Proof of COVID vaccination
- Periodic COVD testing

WORKING CONDITIONS:

Indoor/Outdoor Office environment. This job is performed in a challenging health environment related to COVID symptoms analysis, detection, and tracing.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4
Ability to work in a COVID symptom protected environment including face mask, gloves, shield and other devices	4			