

COVID Testing Coordinator

The Ichabod Crane CSD is seeking a part-time (.4) COVID Testing Coordinator to oversee all aspects of the district's COVID screening testing and reporting. This position is responsible for providing COVID testing coordination and support services for K-12 students and all faculty and staff. The position is funded through a federal grant provided to local health departments.

Typical Work Activities:

Coordinate and oversee all aspects of school-based COVID screening testing districtwide.

Serve as frontline resource to answer questions and requests related to testing services provided by the district;

Create and maintain comprehensive school contact listing and testing database and prepare/submit reports as necessary;

Serve as liaison to local county health departments and BOCES;

Prepare and complete required daily reporting to the NYSDOH ECLRS systems

Represent district upon supervisor's request at local, regional and statewide activities as they relate to the area of responsibility;

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 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.

Minimum Qualifications:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in and one (1) year of professional work experience with a public agency or private business preferably working as a COVID testing site coordinator or in a related COVID coordinator role.

Salary & Hours:

\$27.00 per hour, 16 hours per week.

Qualified candidates should submit a resume by September 22, 2021

Address your letter of interest to:
Suzanne Guntlow, Superintendent
Ichabod Crane Central School District
2910 Route 9, Valatie, New York 12184-0137
(518) 758-7575