



RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

TITLE: COORDINATOR, COVID SUPPORT & MONITORING
(Temporary position for 2 years)

WORK YEAR: 12 Months

VACATION: 27 Days

REPORT TO: Assistant Superintendent, Personnel Leadership & Development

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent, Personnel Leadership & Development, in collaboration with the Deputy Superintendent, Instructional Services and Director, Risk Management, develop, plan, organize, manage and facilitate COVID-19 testing and information for all employees and students of the District. This position will be responsible for all verifications of testing, compliance with Coronavirus (and other infectious viruses, including tuberculosis) mandates, vaccination status and leaves for all employees. Additionally, this position will serve as the liaison between the Department of Risk Management regarding the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) for all employees.

RESPONSIBILITIES:

- Develop, plan, organize, manage and facilitate COVID-19 testing, contact tracing and information for all employees and students of the District. **E**
- Plan, organize, direct and supervise functions and activities to ensure public health protocol adherence, goals, objectives are accomplished within prescribed priorities, time limitations and funding within the confines of COVID guidance and compliance. **E**
- Remain up to date with the latest requirements to local, state, and federal laws, regulations and orders regarding COVID-19, including preventative measures, employer responses and statutory benefits. **E**
- Coordinate and oversee student and staff communication, implications, etc. with all parties involved. **E**
- Verify and certify vaccination cards (e.g., # of doses, dates, type) to meet mandated regulations for Coronavirus (or other infectious viruses). **E**
- Monitor and communicate weekly non-submission of COVID test results of employees and volunteers testing in order to meet the mandated regulations of Coronavirus (or other infectious viruses). **E**
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- Determine unpaid leave status for non-compliance of mandated regulations related to Coronavirus (or other infectious viruses, including tuberculosis) and process appropriate paperwork. **E**

- Perform specialized functions related to employee leaves management requiring the understanding of legal provisions, RUSD policies and regulations, Federal and State, bargaining unit contracts and California Education code. **E**
- Communicate verbally and in written format to employees and their supervisors inquiries regarding the laws and procedures for utilizing leaves (Personal Necessity, Personal Business, Leave of Absence, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), maternity, disability, Supplemental Paid Sick Leave, etc.) and accommodations. **E**
- Participate with Risk Management in the collaborative interactive process of varying levels of complexity in accordance with ADA and FEHA that addresses employees' requests and all legal requirements. **E**
- Work with employees, medical providers and third party consultants to obtain appropriate and clear documentation from medical professionals to support the legal framework of the interactive process and reasonable accommodations. **E**
- Research, compile and report a variety of information, compute statistical information to management and Cabinet staff and process and evaluate a variety of forms related to the assigned area. **E**
- Participate in a variety of projects, meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions and assuring compliance with applicable laws. **E**
- Maintain a variety of complex personnel records, lists, files and records (written and electronic) including confidential materials; assure confidentiality of information and records. **E**
- Plan, organize, and assist with special events/projects that enhance RUSD in recruiting and sustaining quality support staff. **E**
- Operate a computer terminal, microcomputer and peripheral equipment to record information and generate lists, report and other materials; utilize word processing and other software as required. **E**
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Knowledge of:
 - Applicable laws, sections of the State Education Code, policies, regulations, and procedures and other applicable laws related to assigned duties.
 - District organization, operation, policies, procedures and objectives.
 - Presentation skills for small and large groups.
 - Best practices for providing training and information to employees.
 - Research methods, report and record keeping techniques.
 - Modern office procedures, practices and applicable computer software programs.
 - Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.
 - Interpersonal skills using tact, patience and courtesy.
- Ability to:
 - Interpret, apply and explain rules, regulations, laws, policies and procedures.
 - Plan, organize and prioritize work.
 - Work independently with little direction.
 - Plan, organize and perform leaves management and Coronavirus (and other infectious viruses) responsibilities and duties.
 - Communicate effectively both orally and in writing.

- Present information to small and large groups.
- Stay up to date with the most recent laws, mandates and regulations.
- Establish and maintain cooperative working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Prepare and maintain a variety of records, reports and files related to assigned activities.
- Operate a variety of office equipment including a computer
- Train and provide work direction to others.
- Understand scope of authority in making independent decisions.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university.
- Five years of experience in education, human resources, risk management or other positions that would demonstrate the knowledge, skills and abilities for the position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and availability of personal transportation.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting; traveling in a personal vehicle to conduct fieldwork.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands, wrists and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.