



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

COVID-19 Health Coordinator

Primary Function

To provide health services to support staff and students with all aspects of prevention, response, and care related to COVID-19 and in accordance with district and state laws, policies, and procedures.

Organizational Relationships

Reports to the Assistant Superintendent for Academics, consults with the Administrator for Special Services

Qualifications

- Hold a Bachelor's Degree in a relevant field such as nursing, public health, or human resources.
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students and staff
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building
- Ability to lift and position students weighing up to 50 pounds using proper 1-person lift techniques
- Ability to speak, write, read and understand English

Performance Responsibilities

1. Consult with local and state health departments regarding COVID-19
2. Inform administrators on COVID-19 health considerations including resources needed, environmental adjustments, disinfecting protocols, etc.
3. Establish protocols for assessment of students and staff with symptoms of COVID-19
4. Establish and implement return to school policies and procedures for students excluded for presumed or diagnosed cases of COVID-19
5. Establish and implement return to school policies for staff excluded for presumed or diagnosed cases of COVID-19 in collaboration with Human Resources
6. Collect and track data related to COVID-19
7. Conduct contact tracing as needed
8. Prepare all state and local reports required for COVID-19
9. Coordinate supports for students who are at high risk for severe illness if they were to contract COVID-19
10. Coordinate supports for staff who are high risk for severe illness if they were to contract COVID-19 in collaboration with Human Resources
11. Provide COVID-19 education to students, staff, and the community

October 7, 2020



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12. Maintain communications with building nurses and administration
13. Maintain confidentiality regarding all school and health-related issues
14. Perform other duties and responsibilities as may be assigned

Terms of Employment

12-month position (260 work days). Salary and work year determined by the Board of Education.
This is a one year, grant-funded position.

Evaluation

Performance will be evaluated in accordance with Board policy.