

**Middletown Township Board of Education  
Middletown, New Jersey 07748**

**JOB DESCRIPTION**

<b>Title:</b>	School Health Coordinator
<b>Qualifications:</b>	Bachelor's degree in related field Other qualifications to be determined by the Superintendent of Schools
<b>Reports To:</b>	District Director of Student Support Services
<b>Job Goals:</b>	The School Health Coordinator is responsible for supporting a safe and healthy school/workplace environment for students and staff. The School Health Coordinator will also maintain the district's overarching response to the COVID-19 pandemic, developing plans and protocols that balance staff and student health and safety, and access to academics and instruction. The coordinator's work is done in partnership with district leadership and stakeholders across the school district, Monmouth County, and State. <b>Note: This position is for the 2021-2022 school year only and is grant funded.</b>
<b>Performance Responsibilities:</b>	<ol style="list-style-type: none"><li>1. Track, analyze, advise, consult and implement new/updated public health guidelines in coordination with the district's Director of Student Support Services. Continuously monitor the District's preparedness activities, protocols, and responses to the ever-changing conditions.</li><li>2. Serve as the District's primary liaison with the local department of health, NJDOH, and other public health agencies, facilitating conversations about the review of the district's COVID-19 response and plans as well as other public health-related matters; serving as the primary point of contact for questions among the District and local department of health</li><li>3. Serve as the District's primary liaison with the district appointed COVID-19 testing vendor, e.g. Rover-Labs. Review all testing protocols, monitor compliance with mandated testing, and have oversight of all required reporting of testing data to CDRSS.</li><li>4. Develop and deliver training to staff and stakeholders related to contact tracing, health and safety protocols, and other COVID-19 response related standard operating procedures.</li><li>5. Oversee the District's compliance with public health protocols for contact tracing and the district's overall contact tracing strategy, maintaining/updating the COVID-19 practices, as necessary.</li><li>6. Assist school personnel with contact tracing and serve as a resource and provide guidance to staff regarding district protocols, contact tracing, and communication including effective implementation.</li></ol>

7. Maintain and analyze the district's COVID-19 and other health data.
8. Support the logistics of health/nursing staff and operations staff, in relation to the purchasing of COVID-19 related supplies, etc. Liaison with the Head Nurses, purchasing department, and facility department to ensure supplies, equipment, and materials are procured and distributed.
9. Perform other duties as assigned.

**Terms of  
Employment:**

Non-bargaining Unit  
Twelve-month work year  
Salary and fringe benefits to be determined by the Administration and Board of Education

**Evaluation:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel

**Approved:**