



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** PANDEMIC RESPONSE SUPPORT ASSISTANT  
**REPORTS TO:** Manager of Health Services **SITE:** Districtwide  
**CLASSIFICATION:** Classified **WORK YEAR:** 3 Months Only - 20 Hours per Week  
**SALARY:** Range 37 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 17,2022

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#### **JOB SUMMARY:**

Under the direction of the Health Services Manager, the Pandemic Response Support Assistant supports student and staff health needs in accordance with State laws and District regulations. This position provides health tasks that do not require licensing. This position will be supporting all Pandemic and Communicable Disease Responses including but not limited to current processes for follow up based on positive COVID-19 cases, exposures and response testing that align with County requirements. Additional duties performed by this position include but are not limited to a variety of clerical and technical duties related to California State mandated health screening programs, including obtaining and maintaining student health records, referrals and reports, and monitoring and implementing District policies as they relate to health-related issues. This position performs other related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Follow up with all reports of positive COVID cases for District students and staff.
2. Provide guidance to students, families and staff regarding returning to campus.
3. Enter all new cases and newly obtained information into current COVID tracking system and database.
4. Administer COVID testing and screening procedures upon completion of current testing training program.
5. Maintain communication with Health Services Manager and Health Services and Employee Wellness Lead regarding new cases and suspected links/clusters of cases.
6. Maintain confidentiality of case information including protecting private medical information.
7. Provide support in the Health Offices as needed.
8. Participate in health service related trainings.
9. Provide necessary information to staff regarding health related student issues, as appropriate.
10. Process mandated health screening programs.
11. Maintain health and emergency medical records.
12. Assist in the preparation, arrangements, and implementation of health testing programs and immunizations.
13. Review students' records for vision, hearing and immunization dates.
14. Perform other related duties as assigned.

#### **Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

#### **QUALIFICATIONS:**

##### **Education/Training Experience**

- High School Diploma or equivalent, two-year college degree preferred, including coursework in health-related issues.
- Combination of experience, educational, and vocational training desirable.
- Bilingual Spanish speaking is preferred.

#### **KNOWLEDGE OF:**

- First Aid and adult and child CPR techniques.

- Word processing programs including, but not limited to, all Microsoft Office products.
- Obtain the requisite knowledge and skills pertaining to all aspects of maintaining a health office including health and safety regulations, but not limited to, providing clean and sterile treatment and handling blood and other body fluids.
- Complete specialized health care training, as needed.
- Basic mathematics principles used in record keeping.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures, and equipment.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

- Learn, interpret and apply District health policies, as well as applicable laws, codes, rules and legal regulations and requirements.
- Ability to complete CPR and First Aid Course with required certification.
- Multi-task in a busy environment.
- Perform a variety of technical duties in support of student health services.
- Maintain confidentiality.
- Screen and monitor injury and illness of students per school/District health guidelines.
- Follow general health care practices and procedures.
- Properly assist students in receiving medication according to physician instructions.
- Prepare, organize, and maintain student health records and files.
- Compile and verify data and prepare reports.
- Respond effectively and appropriately to emergency situations.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing including in regards to health-related activities or concerns.
- Operate a variety of office equipment including a copier, fax machine, and a computer and assigned software.
- Demonstrate tact, courtesy, positive attitude, and maintaining cooperative relationships with those contacted during the course of work.
- To remain calm and patient in stressful situations.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Physical stamina to sit for extended periods of time.
- Vision sufficient to read hand-written and fine printed materials
- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to operate a computer keyboard, copier, and related office equipment.
- Physical stamina to stand, reach, bend, kneel, squat, bend and grasp in order to file and retrieve materials.
- Physical stamina to lift and/or move up to 25 pounds.
- Physical stamina to operate a wheelchair as required.
- Noise level in working environment moderate to high.
- Hazards: exposure to blood-borne pathogens and bodily fluids.

**OTHER REQUIREMENTS:**

- Must have a valid CPR and First Aide certification (issued by an authorized agency).
- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**EQUAL OPPORTUNITY EMPLOYER STATEMENT**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.