



Notice of Job Vacancy #22-015

Posting Date: August 4, 2021

Position: Full-Time COVID Coordinators for Pupil Services serving Berkeley County Schools

Location: Pupil Services Department – Berkeley County Schools Central Office

Number of Positions: Four (4)

Employment Term: 240 days

FLSA Status: Exempt

Salary: Based on the EPIC Professional Salary Scale with years of verified experience and education with the Coordinator's Index

Education and Minimum Requirements:

- Bachelor's or higher degree - Master's or higher preferred.
- Has knowledge of federal and state programs.
- At least three (3) years of successful leadership experience in a public school preferred.

Qualifications:

- Preferred administration experience resulting in good management skills.
- Ability to multitask, organize & prioritize duties within a fast-paced environment.
- Proven ability to work with clients at all levels within an organization.
- Demonstrates excellent interpersonal & communication skills.
- Ability to travel to multiple school and office sites within Berkeley County.
- Ability to maintain confidentiality.
- Must be proficient in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook, etc.).
- Must have ability to analyze issues, shift priorities, and cope with ambiguity in a fast-paced environment.

Responsibilities:

The COVID Coordinators for Pupil Services will work directly with the Berkeley County Schools' Director of Student Support Services / Lead Coordinator for Health and Safety to organize contact tracing for any positive student/staff COVID cases to ensure compliance with CDC/WVDHHR guidelines. The COVID Coordinators for Pupil Services will assist in organizing COVID testing and COVID vaccination clinics for students, staff, and immediate family as requested.

The COVID Coordinators for Pupil Services will assist in organizing and disseminating BCS safety and emergency procedures and collaborate with other BCS personnel, law enforcement, emergency services, and WVDHHR, as appropriate. The COVID Coordinators for Pupil Services will assist in organizing and disseminating appropriate safety training for staff and students.

Essential Functions:

- Directly assist the Lead Coordinator of Health and Safety with COVID-19 procedural updates to ensure compliance with local health department, WVDHHR, and CDC directives.
- Directly assist in organizing communication of COVID-19 positive cases with local health department and appropriate school personnel.
- Manage the database related to COVID-19 cases and quarantined individuals within the school system.
- Assist Lead Coordinator of Health and Safety and other personnel in Pupil Services with the organization of COVID testing in school and office locations.
- Directly assist with WV Safe Schools Helpline cases.
- Assist the Lead Coordinator of Health and Safety with safety and emergency procedures and drills.
- Directly assist in the maintenance of the BCS Site Specific Emergency Plans.
- Coordinate with Lead Coordinator of Health and Safety and Human Resources to provide health and safety updates to the Safe Schools website.
- Assist with organizing and disseminating appropriate safety training for school personnel and students.
- Other duties as assigned.

Reports To: BCS Director of Student Support Services / Lead Coordinator for Health and Safety; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current EPIC Employees: If your application, resume, or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply online (see below.)

Application Process for New Candidates: You may submit your application one of the following ways:

Online application can be made via Search Soft by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

If you cannot see this job when you log into your Search Soft account, check your location tab and ensure you have selected EPIC as one of your location choices; check your preferences to ensure you have selected professional opportunities.

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications to:
EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application may be submitted electronically to sdjohnson@wvesc.org .
3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications will be received for consideration through August 15, 2021 or until all positions are filled.