



JOB TITLE: Communication & Health Clerk (COVID RELATED)

JOB SUMMARY: Under the supervision of the site or district administration. The Communication & Health Clerk performs clerical duties related to Covid-19 issues with students and staff. This position collaborates with the Nursing Department, the COVID Lead, and Human Resources Department. This position will assist with COVID testing, the COVID period tracking, and contact tracing of students and staff. This position will be based on temporary COVID funding and legal health requirements.

REQUIRED QUALIFICATIONS (Education and Experience)

- Any combination of education and experience is equivalent to a High School Graduate.
- Basic level office procedures.
- Basic level bookkeeping skills
- Basic level computer skills.
- Good human relations and communications skills.
- AA degree (desirable)
- Experience in an educational setting (desirable)
- Spanish speaking (desirable)

ABILITY TO:

- Read, write and communicate English at a level required for successful job performance.
- Work independently on your initiative.
- Meet frequent deadlines.
- Operate standard office equipment.
- Communicate, correspond and interact effectively and positively with staff, students, and the general public.
- Understand and implement verbal and written instructions.
- Perform a variety of clerical duties
- Multi-task and prioritize.

DUTIES AND RESPONSIBILITIES:

- Coordinates with District COVID Lead and HR Department
- Assist with staff and student COVID communication & reports.
- Assist with COVID contact tracing for staff/students.
- Assist with basic COVID testing for students/staff.
- Collects and organizes COVID testing information and results.
- Maintains a staff/student COVID testing information database.
- Answer phones and respond to inquiries when necessary.
- Assisting with COVID distribution and notifications to staff/students/families and the District.
- Staying current with Covid rules and regulations.
- Assists with working with county and state agencies concerning COVID.
- Follows COVID compliance with state/federal health codes, educational codes, and district policy.
- Other related COVID duties as assigned

WORKING HOURS AND PERIOD: Unless otherwise provided in the collective bargaining agreement between the Konocti Unified School District and the member representing group, the holidays, vacations, sick leave, lunch period, and breaks are as provided by law.

ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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|--------------|-----------------|-----------------|-----------------|
| 1 Seldom | = Less than 25% | 3 Often | = 51-75% |
| 2 Occasional | = 25-50% | 4 Very Frequent | = 76% and above |

4	a. Ability to work at a desk, conference table, or in meetings of various configurations.
4	b. Ability to stand and circulate for extended periods.
4	c. Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter materials and observing students.
4	d. Ability to hear and understand speech at normal levels.
4	e. Ability to communicate so others will be able to clearly understand normal conversation.
4	f. Ability to bend and twist, kneel and stoop, run and crawl.
4	g. Ability to reach in all directions.
4	h. Ability to lift 25 pounds.
3	i. Ability to carry 50 pounds.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

WORK CALENDAR:

SALARY: Range 3 on Classified Salary Schedule

Board Approved: 05/11/2022

Konocti Unified School District provides equal opportunity to all applicants regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.