

# WATKINS GLEN CENTRAL SCHOOL DISTRICT

303 12<sup>th</sup> Street  
Watkins Glen, NY 14891

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Manager  
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## NOTICE OF VACANCY

November 2021

POSITION: COVID-19 Mitigation Specialist - full-time, 10-month, temporary position

SALARY: \$20 - \$25 per hour, based on experience

STARTING: As soon as possible

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma with Medical background preferred such as EMT, RN or LPN or experience working in a healthcare setting

### CHARACTERISTICS:

- Strong organizational skills are required for the position
- Successfully works both independently and as part of a team
- Proficiency with technology usage, specifically Microsoft Office and NYSIS
- Ability to manage time effectively

### JOB DESCRIPTION:

- Provide Point of Contact services for the Watkins Glen Central School District with Schuyler County Public Health
- Contact families of those students identified as “close contacts”
- Provide Public Health Officials with information needed to officially quarantine students
- Coordinate the school-based testing program for the District
- Track and record daily attendance related to COVID-19 Protocols
- Work closely with Building Principals, School Nurses, Athletic Director, Director of Transportation and Attendance Officers to ensure adequate record-keeping and protocol compliance district-wide
- Supervise clearinghouse and database for all students involved in COVID-19 protocols
- Provide back-up nursing support for Elementary and High School Health Offices
- Other Duties related to Student Health Services, as needed

This is a Civil Service Position. Interested candidates should respond to Schuyler County Civil Service Office.

Civil Service approval required  
(Interested Applicants must respond to / apply at Civil Service)  
NYSED Fingerprinting Required