CHICO UNIFIED SCHOOL DISTRICT
CONTACT TRACING ASSISTANT

DEFINITION
Under the direction of the Director of Categorical Programs, this classification is responsible for the tracking of all staff and students COVID confirmed positive results, including quarantining of staff and students. The position will coordinate COVID tracking and communicate all data collection surrounding COVID tracking.

SUPERVISION EXERCISED – No direct supervision is expected in this position.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
• Ensure that the district meets or exceeds all California Public Health Department compliance requirements surrounding tracking of COVID test participants, testing and related documents.
• Ensure that all staff members are aware of the contractual obligations to follow COVID testing and tracking requirements.
• Ensure that all staff are aware of the compliance requirements surrounding COVID compliance requirements of the Board of Education.
• Comply with all applicable legal requirements relating to the tracking and reporting of COVID results.
• Attend all required trainings/webinars/seminars surrounding the tracking and reporting of COVID.
• Respond to the needs of the community regarding COVID test scheduling and resource referral.
• Update the Districts written compliance program for COVID reporting and tracking.
• Provide continuous updating to District staff on COVID testing and tracking.
• The position is a resource for facility and school sites to ensure COVID compliance.
• Verify the identity and eligibility of students and staff to return to CUSD upon being quarantined.
• Maintain the privacy of all staff and students surrounding COVID related testing, quarantine and positive COVID tests.
• Communicate with administrators and nurses about testing surveillance logs, seating charts, and other documentation as required.
• Ensure that the tests utilized for students and employees meets the CPHD requirements.
• Train staff regarding COVID protocols.
• Work directly with our workers compensation provider (Keenan) to ensure that required reporting occurs on a timely basis.
• Understand and respond to inquiries regarding COVID accommodations.
• Under the guidance of your supervisor comply with external reporting.
• Track all related COVID documents to ensure compliance and documentation to support District decisions.
• Track all student and staff testing and results. Reconcile results to ensure the District follows CPHD guidelines while ensuring that the students and staff return on a timely basis.
• Support and assist the school nurses in COVID related health protocols.
• Verify staff and student compliance with State mandated regulations relating to COVID.
• Compile, and maintain records, reports, correspondence and statistical information related to COVID.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
• Techniques of data collection, organization, analysis, and interpretation; graphic and narrative representation of data; and the tools necessary to accomplish the work.
• Local, State and federal guidelines for COVID tracking, and reporting.
• Effective communication and appropriate software for tracking COVID related incidences

Ability to:
• Manage and oversee a high-quality testing/tracking program that ensures accurate, timely reporting of COVID related issues.
• Analyze situations accurately and adopt effective courses of action.
• Work flexibly and effectively with District staff, students, the public, and various agencies.
• Follow up with required communications with sites and nurses.
• Analyze and implement test administration procedures.
• Demonstrate strong soft skills (Interpersonal) demonstrating confidence and reassurance.
• Work independently with little direction.
• Type or operate a keyboard at a level proficient for successful job performance
• Learn applicable software applications used by the district.
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- Organize and maintain a system of consistent operations.
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Prepare, examine and verify COVID documents, statements, reports and analyses.
- Prepare and maintain complex reports.
- Perform accurate mathematical calculations with speed and accuracy.
- Research, compile and collect data and information.
- Respond to requests and inquiries for information regarding COVID.
- Plan and organize work to meet schedules and deadlines.
- Work effectively with students, co-workers, school officials, and the public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted during the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- 1-2 years of tracking and reporting complex data.
- Previous experience in a health related field.
- 1-3 years of increasingly responsible experience in the maintenance of statistical records including some experience in the specific area of assignment.
- Health Aide/Health care experience preferred.

Special Requirements:
Essential duties require the following physical skills and work environment:
- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.

PC – August 2021