

MANSFIELD CITY SCHOOLS DISTRICT

JOB DESCRIPTION

JOB TITLE: COVID-19 PREPAREDNESS AND RESPONSE COORDINATOR

**SALARY: EXECUTIVE ASSISTANT SCHEDULE; BASED ON DEGREE AND
EXPERIENCE**

DEPARTMENT: CENTRAL OFFICE

SUPERVISOR: DIRECTOR OF PERSONNEL

Role & Responsibilities

Provide support to Mansfield City Schools as a focal point on activities related to COVID-19 preparedness. The COVID-19 Preparedness and Response Coordinator will primarily act as focal point for COVID-19 preparedness for Mansfield City Schools – internally and externally. The COVID-19 Preparedness and Response Coordinator will attend relevant meetings at national / state / local /or District level, collect Mansfield City Schools stakeholder feedback and provide input and guidance on national / state guidelines; ensure good coordination between the different MCS staff and teams involved in COVID-19 preparedness activities; provide strategic direction, in collaboration with the County Health Director, State and Federal Directors in conjunction with the Ohio Department of Health and the CDC guidelines. Direct and coordinate MCS's engagement in COVID-19 preparedness activities; coordinate and implement COVID-19 preparedness activities and help coordinate responses through health programming in all District building sites; finally, he/she will support Emergency Response and Safety Team interventions specific to COVID-19 response.

Project Overview

MCS is currently implementing COVID-19 regulations as state directives commence. The COVID-19 PRC will oversee all related activities and functions of safety implementations.

Workplace & Conditions

Position housed in the Raemelton Building with responsibilities throughout the District and all Building sites.

Starting Date / Initial Contract Details

As soon as possible. Full time.

Key Activity Areas

Communication and Coordination

- Develop and maintain appropriate communication with the teams and other relevant stakeholders.
- Participate and proactively engage in COVID-19 preparedness coordination meetings and working groups at the District / State level. Provide summary notes off all external meetings for relevant internal stakeholders.
- In coordination with Advisors, develop and deliver training on COVID-19 preparedness to MCS staff.
- Proactively network with Building Administrators, health agencies to identify opportunities to collaborate.
- Review and update relevant Project Coordination Agreements, and Memoranda of Understanding.
- Ensure clear internal coordination within the project teams including Directors / Superintendent management team, and other support teams (Logistics, Human Resources, Finance, Buildings and Grounds).
- Provide updates during various meetings such as advisor's and management, or any other ad hoc meetings.
- In coordination with the County and State Health Directors / Officials, assess the need for and contribute towards the design and implementation of in-District COVID-19-related staff health protocols and procedures.

Project Management

- Manage COVID-19 preparedness activities, alongside all administrators, in order to meet the project objectives within budget and allotted time frame. As budgets become available.
- React quickly to crisis and organize +/- implement appropriate assessments and responses.
- Contribute to the development and implementation of a COVID-19 preparedness and response strategy.
- Continuously monitor and supervise COVID-19 preparedness and response activities, evaluating progress through outputs and impact. Provide input into the integration of beneficiary participation and accountability.
- Ensure accurate and timely reporting of activities according to applicable timeframes and formats.
- Participate in the development of interventions and new proposals, linked to the assessed needs and gaps.
- Reach out to other agencies to find those who can respond to needs which go beyond resources of MCS.

Logistics

- Work with the Facilities Manager and Treasurer's Office to ensure stock, purchase requests, cash forecasts and requests are submitted.
- Support the logistics activities of health / nursing staff, in relation to the purchasing of COVID-19 related supplies, etc. Liaison with all MCS Administrators, Directors and logistics / maintenance staff to ensure that quality items are procured, transported, stored, etc.

Quality Management/Project Design

- Responsible for ensuring project implementation is according to guidelines, in conjunction with County / State / Federal / CDC Advisors.
- Contribute towards setting objectives of emergency COVID-19-related health assessments and interventions, monitoring progress, etc.
- Decide on new activities and new projects and provide input regarding future plans and changes.
- Improve the quality of the project, including assessments, monitoring and evaluation, implementation of Core Humanitarian Standards and protection mainstreaming.

Capacity building

- Train relevant staff on various aspects of COVID-19 preparedness, Standard Operating Procedures
- Compile and manage, and make available, relevant information related to COVID-19 for staff access.
- Support development of MCS (tailored) training curriculum, PowerPoint slides, materials etc.

This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.

Qualifications

- University degree in a relevant subject such as Management/ Development Studies/ Business Administration.
- Clinical degree or diploma (nurse), or Public Health degree.

Experience / Competencies

- 2 years' post-qualification professional experience.
- At least 1-year management experience, including field level public health response. Preferably, experience training and supervising teams and participating in national level coordination.

- Good communications skills, ability to communicate ideas clearly such as in guidelines and job aids.
 - Ability to prioritize clearly and oversee multiple tasks and to take the initiative in project decisions.
 - Able to set clear objectives for staff and to delegate. Committed to consultative leadership.
 - Aptitude for community mobilization and capacity-building. Experience in training/ mentoring/ coaching staff.
 - Knowledge of caring and compassion for affected persons and all staff
-
- Flexibility, ability to work under pressure in a highly complex emergency context
 - Excellent organizational skills in highly complex emergency operation
 - Able to ensure quick quality delivery in stressful environment
 - Good knowledge of MS Office (Word, Excel, Outlook)

Minimum Qualifications

Required:

- Bachelor's Degree in Business Management, Human Resources or a related field.
- Experience with various education and training methods, including on-the-job coaching, mentorship programs and e-learning
- Work experience as a Training Coordinator, Trainer, Training Facilitator or similar role
- Experience with coordinating different projects/trainings, like management training and soft-skills development
- Ability to take initiative, multitask and manage tasks timelines
- Excellent communication and interpersonal skills
- Excellent organization and team building skills
- Prior experience in daily oversight to a staff of training personnel
- Experience with e-learning platforms
- Access to good/reliable WiFi
- Proficiency with computers and smart phone technology

I, _____ acknowledge and agree to perform the duties of the position of **COVID-19 Preparedness and Response Coordinator** as specified in the Board-adopted job description.

Employee Signature

Date

Adopted:

Effective Date:

Revised: