

# HIGHLINE PUBLIC SCHOOLS Job Description

**JOB TITLE: HEALTH SERVICES SPECIAL PROJECTS SUPPORT SPECIALIST**

**GROUP: Professional/Technical (Non-represented)    LEVEL: 9    FLSA STATUS: Non-Exempt**

**WORK DAYS PER FISCAL YEAR: 247    HOLIDAYS: 13    This is a temporary position ending Aug. 31, 2022.**

**SUMMARY:** The purpose of this position is to assist the Health Services Special Projects Facilitator in supporting schools with COVID safety protocol implementation, including screenings, attestations and isolation rooms, as well as supporting COVID testing sites.

**CONTEXT AND MISSION:** Highline Public Schools serves approximately 19,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, and White Center in Washington State. In 2013, parents, students, community members, and staff at all levels of the district came together to develop a strategic plan that reflects our goals and dreams for our students. The plan was updated in 2018 to guide our work through 2023. The plan's promise is that *every student in Highline Public Schools is known by name, strength, and need, and graduates prepared for the future they choose.*

The strategic plan is centered on Our Promise. It includes five big goals for Highline students, supported by Our Foundation.

- **Equity.** *We will disrupt institutional biases and end inequitable practices so all students have an equal chance at success.*
- **Instruction.** *We will reduce achievement and opportunity gaps by using culturally responsive, inclusive, standards-based instruction.*
- **Relationships.** *We will know our students by name, strength and need and have open, two-way communication with students, families and community partners.*
- **Support.** *We will increase student success by supporting their social-emotional and academic needs.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists schools with COVID safety protocols, including reviewing student attestations, screening students, and supervising student isolation rooms.
- Assist with site-based COVID exposure, contact tracing, as needed.
- Support school-based COVID test sites, including greeting test-takers, observing self-administered COVID tests, and ensuring COVID tests are submitted for processing.
- Provide administrative support for school-based testing, including data entry.
- Performs other duties and responsibilities as assigned by the Director of Health Services.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience**

High School Diploma or equivalent

Six months' clerical and customer service experience

## **ADDITIONAL REQUIREMENTS**

Must use own vehicle to travel between school sites

Transport equipment

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**PREFERRED QUALIFICATIONS:**

Associates Degree

Previous work experience in a K-12 public school district, health care or public health

**CONDITION OF EMPLOYMENT:**

Criminal background clearance

Pass a post hire, pre-employment physical assessment test

Valid WA State driver's license and proof of insurance

**KNOWLEDGE OF:**

Computer programs, software and technology tools

Office equipment including a PC and related software

Effective written and verbal communication skills

Best practices to provide outstanding customer service

Recordkeeping and reporting methods

School board policies and procedures

**ABILITY TO:**

Maintain effective working relationships with individuals and groups in a multicultural and diverse community

Maintain strict confidentiality

Use own vehicle to travel between school sites

Provide outstanding customer service

Provide clear and concise instruction to clients regarding processes, procedures and self-administered COVID tests

Provide a calm and reassuring demeanor

Effectively communicate verbally and in writing

Perform advanced features of Outlook, Excel, Word, PowerPoint, Publisher and Share Point

Work independently, make good decisions, prioritize and organize effectively

Learn quickly in a fast-paced environment, work effectively under pressure and remain flexible to change

Attend to detail and follow tasks through completion

Occasional outdoor work may be required for mobile/drive through testing sites

Comply with school board policies and follow administrative procedures

**REPORTING RELATIONSHIP:** Informal Lead - Health Services Special Project Facilitator

**EVALUATED BY:** Director of Health Services

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. Occasional outdoor work may be required. Must use own vehicle to travel between school sites.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

### **CLASSIFICATION HISTORY**

Updated by Human Resources to add lifting and physical assessment test requirements, 2021.02.04.

Created by Human Resources with input from Chief Engagement & Partnership Officer, 2021.01.27

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, [titleixofficer@highlineschools.org](mailto:titleixofficer@highlineschools.org); Civil Rights Act: Executive Director of Student Support and Family Engagement, 206.631.3100, [civilrightscordinator@highlineschools.org](mailto:civilrightscordinator@highlineschools.org); Section 504 of the Rehabilitation Act- Director of Health and Social Services, 206.631.3011, [504coordinator@highlineschools.org](mailto:504coordinator@highlineschools.org), Address: 15675 Ambaum Blvd. SW, Burien, WA 98166