

FAIRFIELD TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Safety Coordinator Assistant

REPORTS TO: Superintendent

QUALIFICATIONS: High School Diploma
Required criminal background check and proof of US citizenship or legal resident alien status

JOB GOAL: Coordinates data and reporting requirements related to Executive Order 253

PERFORMANCE RESPONSIBILITIES:

1. Responsible for reaching out to individuals who are suspected of having or been diagnosed and/or exposed to COVID-19.
2. Obtain staffing coverage due to COVID related staff quarantine.
3. Compile and maintain confidential medical information for all covered workers as required per Executive Order 253.
4. Complete reporting requirements according to Executive Order 253 to school nurses and the DOE.
5. Provide contact tracing support which includes regular phone and email communication with nurses and administrators.
6. Any other related duties as assigned.

Approved: January 20, 2022