

FRAMINGHAM PUBLIC SCHOOLS

TITLE: COVID Team Special Project Coordinator

2020-2021 School Year

POSITION SUMMARY

The COVID Team Special Project Coordinator will be responsible for assisting the Director of Safety and Security and the District Resource/Contact Tracing Nurse with a wide range of special projects and tasks relating to COVID at Framingham Public Schools.

OUR MISSION

Framingham Public Schools is committed to excellence for all students. A core value, embedded in the district's philosophy and goals, is that "all children will learn." Offering equitable access to education to all of our students hinges largely on providing the highest quality teachers in every school and classroom.

Diversity among teachers and staff undoubtedly advances the academic achievement of students. Compliance obligations establish the baseline; as a district, Framingham Public Schools are committed to achieving, developing, and maintaining a workforce reflective of the rich racial, linguistic, and cultural diversity of our students. Framingham Public Schools aims to teach our children, and ourselves, to be culturally proficient and inclusive in order to live, learn, and work together in a vibrant and diverse world.

Indeed, Framingham Public Schools is committed to inspiring our school community to be accepting and willing to learn from individuals with differing backgrounds. Our goal is to reflect the diverse community we serve and create a great place to work for everyone by embracing the individual skills, perspectives, and experiences our people bring to the workplace and harnessing these for high performance and improved service delivery. We want our employees to feel included, valued, and respected and have access to equal opportunity, which supports full participation at work. Framingham Public Schools seeks to retain the diverse talent in our workforce and support our people to maintain a long and productive working career.

Framingham Public Schools is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from minorities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Bachelor's Degree in a relevant background or in pursuit of one, masters preferred.

A valid Driver's License is required.

TRAINING AND EXPERIENCE

Not Applicable.

Framingham Public Schools seeks candidates whose background, teaching, or service has prepared them to contribute to our commitment to diversity and inclusion in all aspects of education. Also, we are interested in candidates who will bring to their professional practice the perspective that comes from a non-traditional educational background or an understanding of the experiences of those underrepresented in the educational field.

SKILLS AND ABILITY

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to manage sensitive and confidential matters with discretion. Ability to demonstrate sound judgment and careful attention to detail while managing complex tasks. Ability to demonstrate initiative and work independently. Ability to assess priorities and manage multiple projects with competing deadlines. Excellent verbal and written communication skills. Demonstrated competency in Excel, google suite, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.

- Provides administrative support for the Director of Safety, and Security and the District Resource/Contact Tracing Nurse, including managing calls, calendars, communication, and daily requests.
- Answers and monitors inquiries and act as a liaison for the Director of Safety and Security and the District Resource/Contact Tracing Nurse.
- Fields, and triages calls and requests from district staff, parent/guardians, and the community regarding COVID.

- Responsible for a wide range of duties in relation to the coordination and management of the district's response to COVID.
- Responsible for all administrative tasks related to the district's COVID contact tracing monitoring.
- Coordinates/maintains project task lists and timelines in order to prioritize tasks and ensure completion.
- Represents the Director of Safety and Security and the District Resource/Contact Tracing Nurse in meetings, as needed.
- Develops plans to prioritize among competing demands and triages requests from multiple constituencies.
- Develops and implements operational policies, procedures, and systems related to the district's safety and COVID plans, as needed in coordination with the District COVID team.
- Provide administrative support to the District COVID team and related departments (Safety & Security, Health & Wellness, and Human Resources), as needed.
- Assists the Director of Safety and Security in ordering and managing the distribution of Personal Protective Equipment (PPE) and other related supplies.
- Facilitates all aspects related to requests for supplies, including budgeting for large medical/health supply purchases.
- Manages, monitors and responds to incoming emails from staff and families.
- Performs all necessary financial and administrative functions related to purchases, requisitions, vendors, etc.

PHYSICAL WORKING CONDITIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. 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 move about and may be required to traverse occasionally throughout the school building. The employee must also often remain in a stationary position for considerable periods of time. The employee is occasionally required to reach with hands and arms and sit, stoop, kneel, crouch, or crawl. The employee is expected to lift at least 20 lbs (i.e. books, school supplies, etc.). The employee must frequently use hands to finger, handle, or feel; and use hand strength to grasp tools. Occasionally s/he operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer). The employee must be able to input information into a computer and as well as read material from a computer monitor as well as handwritten or printed matter with or without visual aids. The employee must be able to communicate effectively with students, parents, and other staff members in person and on the telephone. The employee must be able to see and hear on a continuous basis in order to ensure the safety of others as well as speak frequently to provide instruction. On rare occasions, it may be necessary to move quickly across even or uneven surfaces. The employee will be working in a

normal school environment with an acceptable level of noise. The employee interacts with students, parents, and other staff members.

REPORTS TO:

COVID Team

SUPERVISORY RESPONSIBILITIES:

None.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as non-exempt (hourly).

TERMS OF EMPLOYMENT:

Covered under the Framingham School Committee. The Framingham Public Schools reserves the right to shorten or lengthen the assignment time based upon the needs of the District. \$35 - \$40 per hour. 35 hours per week.

HELPFUL LINKS:

Framingham Policies & Procedures Handbook

[Click here for more information about our amazing benefits!](#)

Framingham Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Framingham Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the District has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Framingham Public Schools expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.