

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/28/21



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
 This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 7/20/21

To **School board Members**

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: Create two (2) Community Health COVID 19 Support Specialist 2021-2022

Description: Create two (2) Community Health COVID 19 Support Specialist position. Enclosed is job description that will be paid from ESSER II and III Funds.

Financial Impact: DOE (per Master Contract)

Funding Source (Budget/grant, etc.): ESSER II and III

Attachment(s): Job Description/Policy #5210 Position Creation

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



Browning Public Schools
JOB DESCRIPTION
Effective:



Community Health Covid-19 Support Specialist

Summary of Functions

The Browning Public Schools aims to eliminate health-related barriers to learning and promote health equity. Browning Public Schools is implementing wellness efforts for response to the COVID-19 pandemic. Community Health Covid-19 Support Specialist will provide critical support in mitigating the spread of COVID-19 and promote wellness. Community Health Covid-19 Support Specialist will be trained in the basics of the virus, epidemiology, case investigation, and contact tracing.

Duties and Responsibilities

- 1) Perform intake interview for potential Covid-19 positive cases.
- 2) Perform Rapid testing for potential Covid-19 positive cases.
- 3) Meeting – Attend and participate in meeting with Blackfeet Tribal Public Health and Indian Health Service Wellness Teams.
- 4) Instruction – Provide support and direction with administrative staff for potential positive cases.
- 5) Records – Maintains a recordkeeping system for Covid-19 case management and data tracking related to the performance standards in compliance with FERPA and HIPPA.
- 6) Resource Materials – Provides Covid-19/Wellness education and resources to ensure protocols and policies are being implementation throughout Browning Public School, District #9.
- 7) Training – Provides Covid-19 and wellness training to Browning Public School District #9 staff.
- 8) Travel – In carrying out the purposes of the project, may travel routinely to outlying schools. Will use district vehicle or own vehicle under mileage rate as appropriate to duration.
- 9) Confidentiality – Maintains safeguards over protected, privileged or confidential information, verbal and written, to prevent unauthorized disclosures.
- 10) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

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3 **Organizational Relationships**

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5 Supervised by and reports to the Prevention Coordinator at the assigned school(s).
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7

8 **Qualifications**
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10 Education/Experience – Any combination of education and experience that would provide the
11 required skill and knowledge for successful performance would be qualifying. However, applicants
12 must meet the following minimum qualifications:
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- 14 • Health related education Bachelors preferred or Associates in related field
- 15
- 16 • Certified Covid-19 contract tracer
- 17
- 18 • Proficient with desktop computers.
- 19
- 20 • Ability to interact positively with students, staff and community.
- 21
- 22 • Excellent communication, problem solving and organization skills.
- 23
- 24 • Ability to work with others and without close supervision.
- 25
- 26 • Previous experience teaching or working in a school environment with students.
- 27
- 28 • Good work habits.
- 29

30
31 **Work Environment**
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33 Work Environment – The work environment characteristics described here are representative of those
34 an employee encounters while performing the essential functions of this job. Reasonable
35 accommodations may be made to enable individuals with disabilities to perform the essential functions.
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