



as far as the mind can see

2021-2022 COVID Testing Coordinator (Temporary, Part-Time until June 2022)

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1310 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

Under the direct supervision of the Director of Security, Environmental Health & Safety, with guidance from the School Nurse, the COVID Testing Coordinator assists the School in meeting specific objectives of the JK-12 COVID protocols.

The COVID-19 Testing Coordinator will oversee the process of ensuring COVID-19 results from Parker-sponsored testing clinics are delivered effectively to School Nurse.

This includes the physical sample collection as well as any associated data entry processes, merging of databases, coordination of teams, quality assurance, and producing daily and weekly reports.

Essential Duties/Responsibilities:

- Gather consent to testing forms across all three divisions of the School
- Staff the testing center located on Linda Vista Campus from 11:20 to 12:50 each academic day
- Conduct physical sample collection from students in the 4 - 18 years of age group
- Oversee the self-swabbing of appropriately aged students, faculty and staff
- Reporting of any rapid, molecular test results through appropriate software platform (Primary.Health)
- Act as courier of testing vials to the COVID School Testing Hub located on Genesee Ave. or UCSD Main Campus on Gilman Dr.
- Understanding of the process of resulting of medical tests from a variety of lab vendors
- Follow quality assurance procedures for all stages of the lab resulting process
- Develop protocols for resulting process and amend as necessary
- Ensure to properly maintain privacy and confidentiality in accordance with HIPAA
- Maintain inventory and coordinate purchase of Personal Protective Equipment (PPE)
- Maintain inventory and coordinate collection of all testing supplies (vials, swabs, etc.)
- Report any issues with hardware, software or PPE supplies

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Linda Vista Campus 6501 Linda Vista Road San Diego, CA 92111 858 / 569-7900
Mission Hills Campus 4201 Randolph Street San Diego, CA 92103 619 / 298-9110



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Qualifications:

- Understand health symptoms, determine appropriate first aid intervention needs, and take appropriate action, seeking advice and counsel from the School Nurse as necessary
- The individual performing this job must be fully vaccinated against COVID-19
- Basic computer skills including data entry, navigating existing spreadsheets and use of email.
- Must have a basic understanding of mitigation strategies used to prevent transmission of COVID-19
- Staff the testing center located on Linda Vista Campus from 11:20 to 12:50 each academic day
- A strong preference for a candidate who has demonstrated ability to perform COVID-19 testing in the pediatric population.
- Completes other duties as assigned

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary. This Part-Time COVID Testing Coordinator position is paid hourly at \$16.50/hour and eligible for prorated benefits.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

A cover letter, resume, and completed application should be submitted electronically to:

Mike Cain, Director of Security, Environmental Health & Safety

mcain@francisparker.org

<https://www.francisparker.org/about-us/employment>

Please indicate the position you are applying for in the subject line.

www.francisparker.org

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