



# MTS COVID-Coordinator

Mount Tamalpais School (MTS), a K-8 independent school serving 240 students in Mill Valley, California, is looking for a part-time COVID-Coordinator. This administrator will manage the day to day operations related to our school's COVID-response.

## The School & COVID-Safety To Date

MTS was one of the first schools in the Bay Area to return to in-person instruction. Nearly \$1million of investments allowed us to redesign or schedule, teaching loads, class structure, and physical plant to allow make safe in-person learning happen. Our Kindergarten and first grades returned to campus on September 8 and our full student body was back on campus the first week of October. Since then, we have logged over 10,000 student days without any positive COVID cases among our students or employees. Critical to this success has been thorough health tracking and close adherence to Public Health guidelines. We are adding regular student testing to our safety protocols in January 2021.

## Key Roles & Responsibilities

### Daily Health Tracking

- Follow up with families regarding students who are absent from school and/or symptomatic
- Help determine if and when students can return to in-person learning
- Closely implement public health and MTS guidelines when determining whether it is safe for a student to attend school on campus.

### Testing Coordination

- Coordinate student and faculty COVID testing working closely with labs and partner organizations.
- Manage scheduling, data collection, release signing, and other details of weekly testing
- Working with the Director of Finance, evaluate other labs and testing protocols for future use
- Assist in implementing emergency COVID-testing as needed

### Public Health Liaison

- Act as the back-up liaison to Marin public health
- Remain up-to-date on Marin public health guidance

- Consult with public health regarding COVID-safety questions
- Rapidly create “close contact” lists and assist in contact tracing with positive cases on campus

## Parent & Staff Communication

- Answer questions from parents and staff members regarding MTS policies
- Communicate close contact and/or possible exposure to families with guidance from the Director of Finance.

## Essential Qualities, Skills & Experience

- Detail-oriented: The COVID coordinator must keep thorough records, follow up at key intervals, and ensure no part of the plan slips through the cracks.
- Project Management: Coordinating the testing for nearly 300 people requires strong project management skills with a close eye for detail
- Strong Verbal and Written Communication Skills: The COVID-coordinator will be speaking with parents every day and helping to draft community-wide communications about time-sensitive and confidential information.
- Excel/Google Sheets: The COVID coordinator must be able to work effectively with spreadsheets, creating rows and columns, adding data, and sorting data.
- Confidentiality: Health information is confidential. The COVID coordinator must take this confidentiality very seriously.

## Reporting Structure & Hours

- The COVID-Coordinator will report to the Director of Finance who has been leading our COVID response to date.
- We anticipate that the role will take ~ 20 hours per week:
  - 8:30-11:30, Monday, Wednesday-Friday: Completing daily health tracking and other responsibility
  - 7:30 - 2:30 Tuesday: Coordinating COVID testing and daily health tracking
  - Other hours as approved by the Director of Finance
- Ideal start day: January 5, 2021

## To Apply

- Send a cover letter describing relevant experience and resume to Joelle Dodge (jdodge@mttam.org)