

## Pandemic Coordinator

The Pandemic Coordinator (PC) will act as GLOBE's single point of contact regarding the school's pandemic-related processes and procedures, operations, and communications. The PC will ensure that GLOBE is in the best position to effectively and efficiently maintain instructional and operational continuity. The PC will be in charge of monitoring the current situation, disseminating information as necessary, and helping coordinate response actions and tasks. The PC will be required to commit to completing a 5-hour Johns Hopkins Contact Tracing course and any other training requested by the Executive Director.

### Requirements

Ideally the PC will possess many of the following:

- Healthcare background or training (e.g. RN, EMT, Wilderness First Responder/Aid, etc.)
- Project management experience and ability to coordinate a team response
- Understanding of school operations and cultural dynamics
- Comfort delivering PD trainings to faculty/staff and families
- Ability to perform or delegate the following duties:
  - Incident reporting and liaising with local health department
  - Monitoring of latest news, updates, and health department guidance
  - Coordination with other organizations and schools as needed
  - Creation and maintenance of school-specific resources such as operating plans and parent-facing materials
  - Partnership with communications leader on incoming and outgoing communications to families and staff
  - Coordination with Facilities or Maintenance staff to ensure adequate PPE and supplies, regular schedule for cleaning and disinfecting, and other logistical support as required
  - Facilitating implementation of health and safety protocols related to distance learning and/or hybrid education models, and supporting Academic Team with related operational needs
  - Coordination of emergency drills

### Responsibilities

- Monitoring pandemic-related developments
- Managing contact tracing
- Coordinating day-to-day health & wellness and safety protocols and processes for students, staff and visitors
- Coordinating with appropriate staff regarding facilities and operations - this includes but is not limited to lunch, dismissal, technology, cleaning, school events, and any other physical space concerns.

- Preparing a written pandemic operations plan
- Performing scenario planning; coordinating with staff regarding potential legal, insurance and other business-related concerns
- Working with appropriate staff to create and execute an appropriate pandemic communications plan
- Preparing and maintaining accurate required records

This is a part-time, one year temporary position. This position will report to Executive Director and CFO.