

School Health Preparedness Coordinator Tompkins County

Department: Tompkins-Seneca-Tioga BOCES
Classification: Competitive
Approved: 11/2020
By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to emergency planning **AND** two (2) years of full-time paid (or the equivalent part-time) experience in planning, implementing, coordinating, organizing, supervising, or administering an emergency preparedness program or agency **OR** four (4) years leadership experience as a first responder (EMS, emergency management, fire, law enforcement) or military leadership experience; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to emergency planning **AND** four (4) years of full-time paid (or the equivalent part-time) experience planning, implementing, coordinating, organizing, supervising, or administering an emergency preparedness program or agency **OR** six (6) years leadership experience as a first responder (EMS, emergency management, fire, law enforcement) or military leadership experience; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins-Seneca-Tioga BOCES is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT: The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the development and updating of all school districts Health, Safety and Emergency Preparedness Plans and developing related jurisdictional programs. This employee is responsible for assessing public health educational needs and plans, developing and implementing educational programs regarding emergency preparedness and infectious disease control. The incumbent may have frequent contact with school district personnel, law enforcement, fire and emergency service providers, medical providers, colleges, veterinarians, and pharmacists, as well as other state agencies or community-based organizations. Coordination with the school district administrative personnel is essential. Under the general direction of the Facilities Director III, the incumbent may direct the activities of School Health & Safety Department staff in the event of an actual public health emergency. Considerable autonomy and independent judgment is exercised in the performance of these duties. The incumbent may serve as a lead worker over given groups, projects or activities or may supervise assigned personnel as directed by the Director of Facilities III. The work is performed under the general direction of the Director of Facilities III. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the school districts in the development and on-going maintenance of the School Districts Health, Safety and Emergency Preparedness Plan;
- Establishes common planning framework to build and enhance preparedness implemented through interdisciplinary and multi-jurisdictional approaches that an incident of local state or national significance would demand;
- Develops a variety of plans and reports to meet emergency preparedness objectives;
- Develops plans for large scale Points of Dispensing or stockpiled supplies, medications, etc.;
- Designs and participates in School Districts Emergency Preparedness planning exercises to test the efficiency of the School Districts Health, Safety and Emergency Preparedness Plan;
- Collects, tabulates and analyzes data for use in meeting New York State Department of Health grant or State Agency deliverables;

- Coordinates grants for school districts by participating in meetings with school district administrative staff to discuss and evaluate school district needs;
- Serves as a resource to department staff and local community organizations or school district personnel regarding public health emergency preparedness;
- Conducts educational programs and training sessions regarding school health and emergency preparedness procedures for a variety of audiences including schools, community service professionals, and agencies in the community;
- Writes school health press releases and articles for submission to the local media;
- Serves as a school health representative on various committees or school district safety teams;
- Attends trainings from various New York State Department of Health or other agencies as required;
- Reports orally and in writing to the Director of Facilities III.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the modern principles and practices of school health;
- Good knowledge of Federal, State and local laws, codes, rules and regulations that relate to school health issues;
- Good knowledge of public information and public relations techniques;
- Good knowledge of community organizations and service providers related to school health;
- Working knowledge of the principles and practices of educating and interacting with the public;
- Ability to deal effectively with the public;
- Ability to communicate effectively both orally and in writing;
- Ability to participate in assigned projects and lay out work for others;
- Ability to analyze and organize data and prepare records and reports;
- Ability to understand, interpret and carry to fruition complex oral and/or written instructions;
- The employee's physical condition shall be commensurate with the demands of the position.

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