

HASBROUCK HEIGHTS BOARD OF EDUCATION
Thursday, August 20, 2020
New Business

PERSONNEL:

P08-25-21 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

***Permanent Substitutes:**

L. Condal – HS @ \$16/hr
D. Forde – MS @ \$16/hr
K. Stellhorn – ES @ \$16/hr

*Paid on an hourly basis when student classes are held in person in the buildings.
Not to exceed 5.75 hrs per day.

P08-26-21 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

Job Descriptions: (Attachment Q)

Contact Tracing Specialist
Isolation Room Attendant

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Contact Tracing Specialist

Qualifications:

- Demonstrate aptitude for the work to be performed
- Previous experience working with children
- Good oral and written communication
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Building principal

Job Goal: Assist the educational leaders responsible for creating the conditions and climate that will best enable members of the school staff to function in a safe and healthy environment.

Responsibilities: The activities of the Contact Tracing Specialist include, but are not limited to:

- Place phone calls to newly diagnosed students and potentially exposed people
- Follow a script when interviewing people
- Ask questions that help someone remember who they've been in close contact with
- Educate contacts on approved protocol to reduce the risk of spread
- Collect and document necessary information into a digital file
- Understand symptoms, infectious periods and treatments
- Protect child privacy

Terms of Employment: Contract Tracing Specialist will follow their assigned building calendar. Non-tenured position, hourly rate to be established by the Board.

Approved: August 20, 2020

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Isolation Room Attendant

Qualifications:

- Demonstrate aptitude for the work to be performed
- Previous experience working with children
- Good oral and written communication
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Building principal

Job Goal: Assist the educational leaders responsible for creating the conditions and climate that will best enable members of the school staff to function in a safe and healthy environment.

Responsibilities: The activities of the Isolation Room Attendee include, but are not limited to:

- Attend to the isolation room
- Communicate with the school nurse as to condition of children in the isolation room
- Escort students to the entrance of the school when their parent/guardian picks them up
- Participate in in-service training
- Perform other responsibilities and duties which are appropriate and necessary to the position as directed by the superintendent

Terms of Employment: Isolation Room Attendant will follow their assigned building calendar. Non-tenured position, hourly rate to be established by the Board.

Approved: August 20, 2020