

Twin Cities German Immersion School Job Description

Job Title: Temporary Covid-19 Testing Coordinator (part-time)

Reports to: Director of Operations and HR

Schedule: Approximately 20 hours per week between 8:00am and 3:30pm

Classification: Hourly

Twin Cities German Immersion School (TCGIS) is a Minnesota public charter school serving 590 students from Kindergarten to 8th grade. TCGIS is dedicated to its mission of “Innovative education of the whole child through German immersion”. The school remains the largest German language school in North America and has consistently been among Minnesota’s most academically successful schools.

Position Summary:

A Covid-19 Testing Coordinator is responsible for providing support, organization, and oversight of Covid-19 testing onsite at Twin Cities German Immersion School. The Covid-19 Testing Coordinator will be expected to understand and implement Standard Precautions for infection prevention, including proper use of personal protection equipment as needed.

Responsibilities:

- Manage test kit material inventory and ordering supplies for ongoing COVID-19 testing
- Create and circulate employee and family reminders regarding COVID-19 testing
- Providing detailed instructions to students and staff to ensure proper testing
- Supervise self-administered specimen collections and ensuring proper handling, storing and shipping
- Complete any required data entry including testing collection reports and inventory
- Collecting and recording daily testing results from families and staff
- Complete mandatory training

School Culture:

- Works collaboratively, builds strong professional relationships, listens to multiple views and supports solution-oriented practices.
- Establishes a structured, positive, and inspiring school culture.
- Creates a culture of equity that values diversity and inclusion.

Required Qualifications:

- Commitment to TCGIS's mission, vision, values & strategic goals.
- Excellent communication skills
- Strong organizational ability
- Initiative and follow-through
- Attention to detail
- Ability to work at flexible, quick pace
- Ability to direct small groups of children
- Eligible to work in the United States

Preferred Qualifications:

- Strongly prefer candidates with healthcare, Medical Assistant, EMT or LPN/RNs experience.

Working Conditions:

- Physical Ability: Tasks may involve extended periods of time standing, caring items over 50 lbs and following strict COVID safety protocols
- Sensory Requirements: Tasks require visual perception and discrimination
- Tasks require oral communications ability

Working Hours:

2-3 days/16-22 hours per week from 8.00am-3.30pm during student contact days. The school closes for one full week for a fall break, two full weeks off for a winter break, and one full week off for a spring break, along with other federally-recognized holidays.

Compensation: Commensurate with experience

How to Apply:

Interested candidates should submit the following: Cover letter, resume, three references

Send all materials electronically to: employment@tcgis.org

Position open until filled

Twin Cities German Immersion School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.