dchr

Job Title: Operational Specialist, COVID-19 Public Health Response

Grade: CS-13/14

Salary Range: $89,457 - $136,208

Job Summary:

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. Within OSSE, the Division of Health and Wellness plays a unique role. We believe that healthy bodies and minds are the foundation of academic success. The division leverages programming, partnerships, policy, and data to remove health barriers to learning so that people of all ages and backgrounds are prepared to succeed in school and in life.

We partner with 470+ early childhood facilities, 250+ schools and 90,000+ K-12 students, 60+ local education agencies (including DCPS and charter organizations), and countless community-based organizations to provide critical programming, including the administration of over 21 million meals per year to DC students. Annually, we administer approximately $70 million in grants and meal reimbursements across the District.

The Operational Specialist will aid in executing new contracts and grants and assist with other matters related to the education sector's COVID-19 Public Health Response, including COVID-19 health and safety guidance, testing, positive case response, vaccination, and related initiatives in the school and childcare setting.

Duties and Responsibilities:

• Aids in managing COVID-19 school-based testing program and other related grants and contracts. Works directly with senior leadership and staff from OSSE and DC Health to ensure data-driven, responsive testing methodology and operational approach.
• Oversees multiple new large contracts and grants, including related to COVID-19 testing, Positive Case Response and Clinical Supports, and Emergency Management.
• Ensures compliance with federal grant deliverables, including all required reporting to DC Health, Centers for Disease Control and Prevention (CDC), and other required entities.
• Helps shepherd operational aspects of COVID-19 testing program, including schedules, logistics and communications, to ensure a responsive, high-quality model for participating schools.
• Manages and reports data regarding COVID-19 testing, Positive Case Response and Clinical Supports, Emergency Management, and other COVID-19 initiatives.
• Works with other health and wellness teams to facilitate trainings and technical assistance to schools regarding their utilization of contract and grant supports related to COVID-19 response.
• Processes invoices, reimbursements and all other contract and grant deliverables.
• Drafts communications to vendors, contractors and grantees related to COVID-19 public health response.
• Briefs key agency staff on matters related to COVID-19 testing grants, contracts, and related initiatives in District schools and childcare.

Qualifications and Education

• Demonstrated experience with complex programmatic operations, including managing budgets, project plans, and deliverables.
• Demonstrated experience planning implementation and executing contracts and grants at the local level.
• Demonstrated experience performing quality improvement, including evaluating data to inform and implement system improvements.
• Exceptional interpersonal, verbal, and written communication skills.