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Provisional School Staffing FAQ

What is the Provisional School Staffing program?

The Provisional School Staffing program is a COVID-19 emergency response initiative designed to provide health office support staff to underserved schools. As the product of a health-inequity grant, this program prioritizes school staffing through a prioritization rubric based on the needs of both the school and its surrounding community.

What is the prioritization rubric?

Schools are graded on two sets of weighted criteria. The underserved school score is a baseline consisting of a school's Title 1 status, the percent minority enrollment, rural or urban location, and the staff:student ratio. The direct COVID-19 impact score is a set of epidemiologic data that is indicative of COVID-19 transmission, consisting of: The vaccination rate and percent positivity of the surrounding community, along with school's outbreak status.

What do the provisional school staff do?

The purpose of the provisional school staff is to provide assistance to the school health office to offset the added workload from COVID-19 related tasks. Our staff are not medically certified, but can provide support through a variety of tasks, including, but not limited to:

- Performing data entry into a school's information system, state, or county reporting systems
- Assisting with COVID-19 contact tracing using school protocols
- Parent, Guardian, Staff direct-contact notification, using telephone, email, or mass notification system
- Assisting health-care-office and school staff with COVID-19 Testing (preparing test kits, sending results, entering data)
- Generalized health office support (filing, creating student records, organizing classroom first aid kits, etc.)

How are Provisional School Staff assigned?

Schools that are interested in the program are welcome to submit a request through the [K-12 School Support Request Form](#). The Provisional School Staffing team will be compiling these requests and coordinating staffing with schools in order of prioritized need, as indicated by the prioritization matrix. Once a request is processed, staffing liaisons will begin searching for applicable provisional staff persons as they are available, and the staffing coordinator will reach back out once a provisional staff member has been confirmed. The primary point of contact for schools in this program will be School Health personnel, though the principal and district office are kept in the loop of all staffing assignments.

How do staffing assignments work?

Provisional school staff are stationed at their school for as long as they're needed, but they may be reassigned in emergency situations where higher priority school needs surface. Staffing coordinators will work to accommodate the health office's needs in such scenarios. Contracts are handled on a weekly basis with an intention for renewal unless they are no longer needed or are required elsewhere.

How does the Provisional School Staffing program tie in with the K-12 School Volunteer program?

The K-12 School Volunteer program is a project handled by the MCDPH's Medical Reserve Corp, which provides similar services using emergency response volunteer staffing. The Provisional School Staffing and MRC's program are complimentary and are not designed to supplant each other. MRC staffing will be taken into consideration for any provisional school staffing placements.