



AN EQUAL OPPORTUNITY EMPLOYER

## Harford County Public Schools

Human Resources Office  
102 S. Hickory Avenue, Bel Air, Maryland 21014  
Telephone 410-588-5238

### PERSONNEL VACANCY

PLEASE POST

### School Nurse

**POSITION  
SUMMARY:**

To assist the student in acquiring and maintaining a desirable state of physical and mental well-being which is vital to the learning process. In the areas of medically related matters, the school nurse will follow the directions provided by the Health Services Handbook, the Maryland School Health Manual, and other first aid and emergency care books provided by the Harford County Public Schools and approved by the local Health Officer. Further questions will be addressed to the Nurse Coordinator. The Director of Student Services and the Nurse Coordinator will provide assistance and direction related to health services and in-service training on a system-wide basis and serve as the liaison to the Health Officer.

**ESSENTIAL  
FUNCTIONS  
INCLUDE:**

*These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- ▶ Maintains the health room.
- ▶ Provides emergency assistance to ill or injured students.
- ▶ Conducts a health appraisal on each student no later than six months after the date of entry.
- ▶ Maintains the required health records and utilizes Harford County Public Schools computer medical program to compile various pertinent data.
- ▶ Develops and implements health care plans for students with specific health needs.
- ▶ Administers the programs of vision, hearing, and scoliosis screening when applicable.
- ▶ Provides follow-up to the requirements for the immunization laws and the physical examination requirement.
- ▶ Assists the administration in providing a safe and healthy school environment.
- ▶ Assists the administration in the promotion and maintenance of desirable student attendance practices.
- ▶ Consults with teachers, students, parents, and other school staff in matters related to health services.
- ▶ Assists in bathrooming students with special needs.
- ▶ Participates in pupil services team conferences, IEP or 504 meetings as necessary.
- ▶ Performs other work-related duties as assigned.

**SALARY:**

Starting Salary for School Nurse (\$35,468)  
May increase with additional education and experience

**REQUIREMENTS:**

- ▶ Licensed Registered Nurse.
- ▶ Successful completion of a program of nursing education with a valid certificate/diploma.
- ▶ Hold and maintain a valid license as a Registered Nurse issued by the state of Maryland.
- ▶ Hold and maintain yearly certification by the American Heart Association or the American Red Cross in CPR.
- ▶ Excellent communication skills.
- ▶ Ability to lift up to fifty pounds.
- ▶ Experience in the use of a word processing program.
- ▶ Experience in the use of e-mail.
- ▶ Experience in the use of a computer database.

**DEADLINE:**

The registered nurse may practice registered nursing in the state of Maryland after obtaining a license from the State Board of Nursing and must observe the rules and regulations of the Maryland Nurse Practice Act; Health Occupations Article, Title 8-701a; Annotated Code of Maryland, Health Occupations Article, Title 8.  
Online employment applications will be accepted until the position is filled.

**APPLICATIONS:**

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.