



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

SUBSTITUTE SCHOOL NURSE

The School Nurse maximizes the potential of every student by promoting optimum health through the delivery and management of a comprehensive school health services program.

DUTIES AND RESPONSIBILITIES INCLUDE

These items 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.

- Manages the comprehensive health services program and health suite as assigned.
- Provides students with direct care of injuries and acute illness utilizing the nursing process.
- Administers medications and health care treatments. Instructs and directs school staff in care when legally appropriate based on the Maryland Nurse Practice Act.
- Provides emergency care for ill and injured school population and refers them to appropriate medical care. Instructs and directs school staff in implementing emergency action plans for students with chronic health concerns.
- Develops a plan of care for students with chronic health care conditions; provides tertiary prevention through case management and utilizes interdisciplinary collaborating skills. Communicates with school staff regarding health problems of students that may affect their learning and behavior in school.
- Provides instruction, training and direction of health care needs required for field trips and any school sponsored activities. Based upon nursing knowledge, skills and judgment, consults with Nurse Coordinator when needs cannot be delegated and require additional nursing support.
- Participates in the long-term management of students with special care needs, including the creation and implementation of individualized health care plans as needed.
- Complies with Family Educational Rights and Privacy Act (FERPA) regulations; delivers care in an ethical and confidential manner that is culturally sensitive.
- Maintains, interprets and evaluates cumulative health records for students; utilizes the school system computer program to document care. Ensures compliance with state health mandates including immunizations, lead, and physical examinations; follows-up as necessary. Submits required reports to the school district, county and state.
- Maximizes the quantity of class time by reducing the incidence of health related absenteeism; assists in the promotion and maintenance of desirable student attendance practices.
- Identifies health barriers to student achievement and collaborates with staff and families to address and remedy those barriers.
- Provides secondary prevention strategies such as screenings and referrals for health conditions including, but not limited to, vision and hearing screenings.
- Promotes a safe and orderly school environment. Acts as a resource to principal, school staff and families on health issues.
- Develops and implements a plan to control the spread of communicable disease.
- Assess the health needs of the community and provides primary prevention strategies (health counseling and health education) to students and the school community in an effort to promote health and improve student achievement.
- Serves as a liaison between school staff, families/caregivers, healthcare professionals and the community. Obtains special reports from medical sources and interprets these findings to school personnel as needed.
- Serves as the health expert on student services, 504, and IEP teams. Trains and directs care of school staff related to health related accommodations.

- ☺ Serves as a health resource to the school community; provides professional development to staff and ensures understanding and return demonstrations as mandated and whenever needed.
- ☺ Provides health resources and direction to staff as a member of the school's Wellness Team. Participates in staff wellness activities in collaboration with the Benefits department.

SALARY

\$26.18 per hour

REQUIREMENTS

- ☺ Successful completion of an approved nursing program with a valid degree or diploma.
- ☺ Hold and maintain a valid license from the Maryland State Board of Nursing as a Registered Nurse (RN).
 - *Registered nurses 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.*
- ☺ Hold and maintain current CPR certification by the American Heart Association (BLS for Health Care Providers) or the American Red Cross (CPR for the Professional Rescuer.)
- ☺ Excellent oral and written communication skills; able to effectively communicate with students, school staff, and families/caregivers.
- ☺ Job performance may include performance of physical activities such as walking, standing, lifting, and transfer up to 40 pounds in addition to operation of medical equipment and instruments and travel throughout the county.
- ☺ Proficient in the use of computer technology, including Microsoft Office Suite software programs.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at 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 (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, or disability in matters affecting employment or in providing access to programs to employees. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Supervisor of Equity and Cultural Proficiency, 410-809-6065.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE