HARFORD COUNTY PUBLIC SCHOOLS

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

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT **February 6, 2023**

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

SCHOOL NURSE
EDGEWOOD ELEMENTARY SCHOOL

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.
- Supervises, directs and assists in the evaluation of the Team Nurse(s) or part time (0.4 Nurses) in the interpretation and administration of health services related functions.
- Supervises and assists in the evaluation of support staff (inclusion helpers and para-educators) who are delegated/trained to assist in the care of students with medical needs, which may include but are not limited to toileting needs, transfers, and emergency protocols.
- 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. Ensures appropriate exclusion for infectious illnesses and reports communicable diseases as required by law. Instructs and directs staff in standard precautions.
- 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.
- Performs other work-related duties as assigned.

SALARY

Starting salary based on the FY 2022-2023 Salary Schedule for School Nurses ($55,414).
May increase with additional education and experience

REQUIREMENTS

- Successful completion of Bachelor's Degree in Nursing or a related field for all nurses hired after July 1, 2017.
- 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 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).
- At least two years of experience in school nursing, community health nursing or related field, preferred.
- 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.
- Nurses may be required to work beyond their normally schedule hours with little or no advanced notices (exempt employee).
- 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.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq*.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools Involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or Kenneth.Miller@hcps.org; Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 S. Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

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