



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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[www.hcps.org](http://www.hcps.org)

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AN EQUAL OPPORTUNITY

### VACANCY ANNOUNCEMENT

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.

### CERTIFIED NURSING ASSISTANT (CNA) Location TBD

Under the supervision/direction of school nurses, the Certified Nursing Assistant (CNA) will facilitate all aspects of administering health care and any necessary Covid 19 testing and/or contact tracing procedures.

#### 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.*

- Conducts Covid 19 testing on symptomatic and asymptomatic students at various schools within the Harford County Public Schools as assigned.
- Conducts Covid 19 contact tracing as assigned.
- Coordinates with the onsite school nurse and other staff members as needed to facilitate process compliance, testing, and referral of students.
- Provides compliance with all Harford County Public Schools and departmental procedures including but not limited to HIPAA and FERPA requirements and maintaining student confidentiality and privacy.
- Attends meetings as deemed necessary by Supervisor of Health Services, Principal and/or School Nurse.
- Maintains accurate records.
- Follows varied schedule between hours of 7:00 am and 4:30 pm based on school location.
- Performs other work-related duties as assigned.

#### SALARY

\$16.00 per hour  
Up to 40 hours per week

#### REQUIREMENTS

- High School diploma and/or GED.
- Certified Nursing Assistant Certification.
- Ability to plan and assist nurses in the care of students and completion of essential duties.
- Ability to grow professionally and assume increasing responsibility.
- Good interpersonal and communications skills.
- Ability to adjust to a varied work schedule.
- Able to perform the essential functions of the job.

#### HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities 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.

#### DEADLINE

Online employment applications will be accepted **until 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 may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@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 or by telephone 1-800-421-3481, or both.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***