



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

March 2, 2021

HEALTH SERVICES SPECIALIST

The Health Services Specialist is responsible for assisting the Supervisor of Health Services to facilitate, support and educate school nurses in the pursuit of maximizing student's learning potential by promoting optimum health; manages the health services program and health suite as assigned.

- *Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.*
- *This is a grant funded assignment to be in effect through June 30, 2023.*

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.

- Provides leadership and management of Health Services when the Health Services Supervisor is unavailable.
- Provides mandated education and training to school nurses as per the Maryland Department of Health (MDH)/Maryland State Department of Education (MSDE)/Maryland Board of Nursing (BON) requirements including delegation training.
- Organizes and presents new school nurse orientation each summer and on a as needed basis for newly hired nurses throughout the year.
- Administrates the CPR program for all Health Services staff. Assists with CPR certification for coaches and physical education staff as needed.
- Assigns and trains mentors for newly hired health services staff.
- Assists school nurses in the development of SMART goals and in the preparation for evaluation conferences.
- Assists health services administrative professional with staffing gaps as needed; provides staffing support when float nurses are not available.
- Provides substitute orientation as directed including training on the eSchool software.
- Attends assigned community partner committee meetings.
- Attends MSDE/MDH meetings as directed.
- Assists with special projects as assigned; assists with data collection to compile mandated reports.
- Assists with any state audits and helps to remediate any errors.
- Assists in the editing of Health Services manuals, handbooks, and forms.
- Performs the Health Suite Feedback Form on an annual basis prior to the yearly evaluation.
- Monitors the HCPS Automated External Defibrillator (AED) registry.
- Provides a thorough assessment of vacant position health suites; ensuring that health suites are organized, clean and ready for the transitioning school nurse and incoming students.
- Attends approved professional development opportunities.
- Provides professional development to health services staff as directed.
- Performs other work-related duties as assigned.

SALARY

Salary range based on the FY 2020-2021 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.

- Grade C - Salary Range: \$76,820 - \$92,814

REQUIREMENTS

- Successful completion of master's degree in Nursing or a related field; Administrative or education focus preferred.
- 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.*
- Three years of successful school nursing practice.
- Current National Certification for School Nursing.
- Hold and maintain current CPR certification instructor by the American Heart Association (BLS for Health Care Providers).
- Excellent oral and written communication skills; able to effectively communicate with students, school staff, and families/caregivers.
- 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 **Friday, March 12, 2021**.

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, 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.

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