



# Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

AN EQUAL OPPORTUNITY  
EMPLOYER

## 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.

### PART-TIME/SUBSTITUTE SCHOOL NURSE

The Part-Time/Substitute Nurse assists in maximizing the potential of every student by promoting optimum health through the delivery and management of health care in the assigned health suites.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE








*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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 students with direct care of injuries and acute illness utilizing the nursing process.
-  Administers medications and health care treatments.
-  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.
-  Complies with Family Educational Rights and Privacy Act (FERPA) regulations; delivers care in an ethical and confidential manner that is culturally sensitive.
-  Promotes a safe and orderly school environment.
-  Ensures appropriate exclusion for infectious illnesses and reports communicable diseases as required by law.
-  Performs other work-related duties as assigned.

#### SALARY

\$37.13 per hour

#### TRAINING AND EXPERIENCE REQUIRED

-  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) or Licensed Practical Nurse (LPN) with two years experience.
  -  Registered nurses and licensed practical 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.

## 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.

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](mailto:Kenneth.Miller@hcps.org); Involving all other members of the school community, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

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