



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

July 7, 2025









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 Substitute 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.



-  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. Instructs and directs staff in standard precautions.
-  Performs other work-related duties as assigned.

SALARY

\$37.88 per hour, non-benefitted

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) 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.

DEADLINE

Online employment applications will be accepted until **July 21, 2025**.

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 Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](http://www.hcps.org) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](http://www.hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE