

Nurse, Cedar Lane

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the supervision of the Health Services Specialist and Director, the Nurse, Cedar Lane will provide full-time nursing services to the special education students at our special needs school during the school day. The school-based Cedar Lane registered nurse practices school nursing in accordance with the State of Maryland Nurse Practice Act and professional standards of nursing practice. They will coordinate and/or provide services to special education students due to medical conditions and health-related safety. They will work collaboratively to establish and maintain effective relationships with students, families, HCPSS school staff, administrators, and supervisors.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides nursing care to students with complex medical needs and independently performs nursing treatments
- Performs nursing assessments and tasks to address student health care needs in school and during bus transportation.
- Provides basic first aid and emergency care to staff and visitors, as needed.
- Makes referrals for additional care when indicated.
- Clarifies physician orders and writes procedures for treatment in consultation with the physician.
- Maintains accurate and appropriate records.
- Communicates confidentially with health services professionals, school personnel, and parents or guardians.
- Administers medications and treatments according to physician orders.
- Delegates nursing functions to unlicensed personnel.
- Maintains equipment in good working order, and reports equipment problems to parents and/or health services professionals.
- Monitors and reports student problems during transportation to parents, health services professionals, and school staff as appropriate.
- Participates in school committees, parent conferences, IEP meetings, as needed.
- Makes home visits where indicated.
- Provides case management and care coordination to help students achieve their best possible health and to support student success in the learning process.
- Addresses health related barriers to student success in the learning process.
- Apprises school staff of health and safety issues.
- Maintains confidential information in compliance with nursing practice, state and federal regulations, and school board policy.

- Serves as liaison, consultant, and resource person with students, parents or guardians, school staff, related services personnel, and the community.
- Collaborates with school administrators regarding school health services issues.
- Monitors and reports environmental health concerns.
- Maintains current licensure in nursing and related certification as appropriate.
- Keeps abreast of current nursing theory and practice and attends professional conferences and workshops.
- Performs other duties as assigned.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Education:

- A diploma from an accredited school of nursing or an Associate of Arts degree in Nursing from an accredited school.

Licensure:

- Active license to practice registered nursing in the State of Maryland.

Experience:

- Two (2) years of pediatric or community health experience.
- Current CPR and AED certification.

PREFERRED QUALIFICATIONS

- Bachelor's degree in nursing from an accredited school of nursing.
- Two (2) years nursing experience supporting special education students and their families.
- Experience creating and updating or monitoring the implementation of nursing care plans.
- Experience independently performing treatments such as suctioning, tube feedings, and administering oxygen.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is an 11-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. Compensation will be set within Lane A on the Nurses scale. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is not exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@hcpss.org.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.