



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: HEALTH SERVICES, NURSE SPECIALIST

JOB SUMMARY: The Nurse Specialist will support the School Health Supervisor in ensuring that the school health services program is being delivered within the parameters of the county, state and federal guidelines. The Nurse Specialist will provide direction, guidance, and assistance to the Licensed Practical Nurses and will support the Registered Nurses in maintaining and improving the health status of students. This Registered Nurse will provide support to student learning by creating a climate of health and well-being within our school system.

REPORTS TO: School Health Supervisor.

QUALIFICATIONS AND EXPERIENCE: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. Successful completion of an accredited nursing program for a Registered Nurse. Bachelors Degree in Nursing preferred.
2. Active license as a Registered Nurse in the State of Maryland.
3. A minimum of three years nursing experience. Experience in pediatric nursing, public health nursing or school nursing preferred.
4. Current cardiopulmonary resuscitation certification for health care providers from the American Heart Association.
5. Leadership skills to function as a team leader in the school setting.
6. Have experience in the use of information technology related to an educational and health care setting.
7. Ability to exercise good judgment in making decisions.
8. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

DUTIES AND RESPONSIBILITIES:

The Nurse Specialist's role can be defined, but not limited to, the following functions:

1. Carries out the duties of a Registered Nurse (see job description: Health Services, Registered Nurse).
2. Provides coverage for health rooms as needed.
3. Assumes responsibility as the Registered Nurse in the team relationship with the Licensed Practical Nurse to assure compliance with the Maryland Nurse Practice Act.
4. Oversees the scheduling of substitute nurses to provide adequate health room coverage.
5. Assists in the preparation of district, state, and federal reports.
6. Acts as a nurse ombudsman to resolve issues.
7. Delegates, directs, and oversees assignments/tasks to co-workers and assistants.
8. Assists in organizing and implementing health screening programs.
9. Assists with the coordination of professional development for school nurses.
10. Assists with the development and revision of program policies, procedures, guidelines, and standards of care.
11. Serves as a resource to school nurses, administrators, and staff members in matters of health and wellness.
12. Adheres to a regular and dependable level of attendance for this position.
13. Thinks, concentrates, and positively interacts with others.
14. Comes to work promptly every day.
15. Works flexible hours as necessary.
16. Works under stress and meets deadlines.

OTHER DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by the School Health Supervisor or designee.

LICENSES OR CERTIFICATES:

1. Active license as a Registered Nurse in the State of Maryland.
2. Current certification in cardiopulmonary resuscitation.
3. Valid Maryland Driver’s License.

ESSENTIAL JOB FUNCTIONS: Position requires significant periods of standing and walking, and is performed in a typical school environment. Employees are required to think, concentrate, and interact with others. Employees are expected to come to work regularly and promptly. Employees must be able to work under stress and meet all deadlines.

UNUSUAL DEMANDS: Work requires light physical effort. Tasks may include assisting children and moving equipment.

TERMS OF EMPLOYMENT: Position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Non-exempt.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE: Application deadline is (date) at 4:30 p.m.

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack on CCPS website www.calvertnet.k12.md.us.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678
410-535-1700

Anti-Sexual, Anti-Racial and Anti-Disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents, and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481