



**POSITION:** Nursing Services Coordinator

**REPORTS TO:** Superintendent

**CONTRACT DAYS:** 200

**FLSA Status:** Exempt

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**Summary:**

Utilizes supervisory skills in the coordination of the School Health Program. Responsible for the clinical supervision and evaluation of school nurses and assigned personnel. Serves as a resource to the school principal who is responsible for administrative evaluation of the school nurse. Ensures District compliance in meeting the health needs of students according to school district policies and within the guidelines of the SC Nurse Practice Act.

**Essential Duties and Responsibilities:**

- Supervise school nursing staff, ensure licensing requirements are maintained, monitor attendance, and complete an annual performance evaluation. Conduct school visits and health room audits to provide supervision and support for health services.
- Conduct interviews for school nursing vacancies and make hiring recommendations to Human Resources. Provide orientation and ongoing support for school nurses.
- Coordinate staff development programs for school nurses.
- Serve as administrator of the Frontline electronic health record for nurses.
- Coordinate Medicaid billing for Nursing Services, ensure that nursing documentation meets Medicaid and general nursing standards, participate in the annual Medicaid audit conducted by the Office of Medicaid Services.
- Demonstrate knowledge and understanding of child growth and development.
- Ensure that policies and procedures of the school district adhere to the current standards of the SC Board of Nursing and the Nurse Practice Act and are correctly implemented throughout the school district.
- Recommend policies and procedures that promote a healthy and supportive school environment.
- Provide leadership and support for the implantation of OSHA standards.
- Maintains records of reported blood borne pathogen exposure incidents and infectious waste generator permits.
- Coordinate and maintain records and reports as required by the school district policy and state agencies.
- Collaborate with nursing staff, parents, teachers, school support teams, and administrators in the provision of health care for students with medical conditions. Serve as a liaison between school, home, community, and public and private health agencies.
- Participate in IEP and 504 meetings as needed.
- Protect the confidentiality of health records while performing professional duties and use discretion in sharing such information within legal confines.
- Collaborate with college/university faculty to provide clinical experience for student nurses.
- Coordinate with public health officials in reporting communicable disease(s) and managing infectious illness outbreaks when necessary.
- Provide direct school-based nursing services if needed when the assigned nurse is absent.
- Serve as the liaison with community partners in the provision of health services.

- Serve on the District Safety Committee and Comprehensive Health Education Advisory Committee.
- Assume responsibility for own professional development.
- Perform duties that are within the scope of employment and licensure, not otherwise prohibited by law or regulation, as assigned by the Superintendent.

**Education and/or Experience:**

BS in Nursing; post-secondary education recommended; minimum of five years of nursing experience; recent experience as a school nurse in South Carolina preferred.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Certificates, Licenses, Registrations:**

Current, valid licensure to practice as a Registered Nurse in the State of South Carolina; current certification in cardio-pulmonary resuscitation (CPR/AED) from a recognized provider (e.g. American Heart Association)

**Supervisory Responsibilities:**

Supervises assigned personnel. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

**Language Skills:**

Ability to read and comprehend verbal and written instructions, correspondences, memos, and workplace policies. Ability to effectively present information and respond to questions from staff, families, and students.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in units of measurement, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze information and use logic to address work related issues and problems. Ability to quickly assess employee, departmental, and administrative needs and provide timely feedback.

**Other Skills and Abilities:**

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to use clinic/medical equipment; possess basic pharmacological knowledge. Ability to assess emergency situations and act accordingly. Knowledge of universal precautions/procedures and ability to teach others. Ability to communicate clearly and concisely, both orally and in writing. Ability to operate a personal computer and related software and standard office equipment. Familiar with the South Carolina Nurse Practice Act and the National Association of School Nurse’s standards of nursing

practice. Ability to work independently, with limited supervision. Ability to develop effective working relationships with students, staff, district employees and the school community.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 50 pounds; moderately heavy physical exertion is frequently required. The employee will sometimes move or relocate equipment.

While performing the duties of this job, the employee is regularly required to stoop, kneel, and crouch; sit, stand, walk, talk, listen and/or reach with hands and arms as well as use hands to operate equipment. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment with limited exposure to environmental conditions. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

**TERMS OF EMPLOYMENT:**

The terms of employment detailed in this job description are based on full time employment during an entire school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

**EVALUATION:**

Performance of this job will be evaluated annually according to Board Policy.

**DISCLAIMER STATEMENT:**

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.