



Job Title: School Nurse-Supervisor II

Supervisor: Director of Health Services

Terms of Employment: 220 days

Job Summary:

Responsible for the coordination, supervision and delivery of school health services in their assigned region. Plan and promote a comprehensive school health program. Assist in coordinating delivery of the school health program to meet the health and safety needs of the student population. Evaluate current standards of school nursing within the district and revise and upgrade them as needed.

Essential Duties:

1. Performs all functions of the school nurses.
2. Serves as a resource for the school nurses and school administrators.
3. Observes the health services area to ensure compliance with state and legal requirements regarding the maintenance of the health room including appropriate supplies, medication storage, and appropriate documentation.
4. Observes and provides feedback on the practice of the school nurse to ensure appropriate care of students, proper safety procedures and proper implementation of the health services policies and procedures.
5. Reviews health office records to ensure proper documentation including the completion of medication administration and medical procedure forms, immunizations requirements and documentation of nursing services rendered.
6. Coordinates the collection of data and compiles accurate and complete health reports as required by the district and state agencies.
7. Incorporates evidence-based research practice into the school nursing program.
8. Complies with and supports the policies of the health services division.
9. Provides feedback to the principal on the practice of school nursing and provides input for the principal to consider in conducting the performance evaluation of the school nurse.
10. Assists with training for school nurses as approved by the Director of Health Services.
11. Assists with orientation and training of new school nurses as approved by the Coordinator of Health Services.
12. Conducts regular on-site visits with nursing staff.
13. Conferes regularly with staff regarding job functions and program expectations.
14. Attends school nurse supervisor meetings when needed.
15. Manages monthly school nurse meetings for their region.
16. Performs other duties as assigned.



Other Duties:

Perform other tasks as assigned by the Director of Health Services

Job Specifications:

- Demonstrates progressive management skills.
- Demonstrates leadership skills which reflect a variety of problem-solving strategies.
- Demonstrates skills in organization and resources.
- Demonstrates effective written and verbal communication skills.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

- Graduate of an accredited school of nursing
- Bachelor's Degree in Nursing, preferred
- SC License to practice as a registered nurse
- Minimum of five (5) years of experience as a school nurse, preferred
- Current CPR certification.

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 75 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone;



- Speak in audible tones so that others may understand clearly in person and on the telephone.

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.

Pay Grade: 115

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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