



Job Title: Coordinator of Health and Safety Services

Supervisor: Director of Health and Safety Services

Terms of Employment: 220 days

Job Summary:

Responsible for coordination, supervision, and evaluation of assigned personnel and activities of various programs in the Department of Health and Safety Services.

Essential Duties:

1. Assist in the development, implementation, and evaluation of practice and procedures appropriate to specific health professions license requirements.
2. Observe and evaluate the nursing practice of regular, temporary and substitute staff and provide consultation, recommendations and/or demonstrations of nursing technique as required.
3. Provide orientation and in-service for staff, substitutes, and student nurses.
4. Make recommendations to the Director regarding personnel matters relating to the department.
5. Conduct interviews for new, regular, substitute and any temporary staff and make recommendations to Director for hiring.
6. Coordinate health services such as clinics and health screenings with community health care providers.
7. Consults and collaborates with parents, teachers, school administrators, community health providers, and social agencies to address student health issues and plan appropriate delivery of health care.
8. Participate in interdisciplinary/interagency collaborative efforts to enhance health programs/services to the school community as assigned by the Director.
9. Collaborate with university/technical college clinical faculty to provide clinical/practicum experience for nursing or allied health students in appropriate health professions.
10. Communicate the department mission, vision, and values to staff, parents, students, district personnel, and community agencies.
11. Collaborate with other HCS departments, school personnel, community providers, and constituent districts to develop, plan, implement, direct and evaluate community-based services that address the mission of the HCS.
12. Contribute to a positive and productive work environment.

Other Duties:

- Performs duties as assigned by the Director of Health and Safety Services such as planning and conducting professional growth programs, workshops, and other in-service activities.
- Performs such other duties as may be assigned.

Job Specifications:



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelor's Degree in Nursing, Master's Degree preferred
2. Valid South Carolina license to practice as a Registered Nurse
3. Minimum of 5 years experience in school nursing.
4. Current CPR certification
5. Graduate of an accredited school of nursing.
6. Demonstrates progressive management skills
7. Demonstrates leadership skills which reflect problem-solving strategies
8. Demonstrates skill in organization and resource management
9. Demonstrates effective written and verbal communication skills.
10. Responsible for coordination, supervision, and evolution of assigned personnel and activities of various programs in the Department of Health and Safety Services.

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 40 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; and
- 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. Duties are normally performed in a school/classroom environment.

Pay Grade: 210

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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