

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/08/18

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: EDUC COORD/ABE

SCDC POSITION #: 021557

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: EVANS CORRECTIONAL INSTITUTION, BENNETTSVILLE (MARLBORO) LEVEL 2

STATE JOB TITLE: EDUC COORD/ABE

STATE JOB CLASS: 9999

HRLY RATE: \$ 026.80 SCEIS POSITION #: 61042673

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MINIMUM AND ADDITIONAL REQUIREMENTS:

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A VALID SOUTH CAROLINA TEACHING CREDENTIAL. CERTIFICATION IN SECONDARY MATH, SCIENCE, SOCIAL STUDIES, ENGLISH/ LANGUAGE ARTS OR SPECIAL EDUCATIONAL PREFERRED.

DESCRIPTION OF DUTIES:

SCHOOL LEADER - UNDER THE DIRECTION OF SUPERINTENDENT/DESIGNEE IS RESPONSIBLE FOR ALL ACTIVITIES INVOLVED IN THE EDUCATIONAL OPERATIONS WITHIN ASSIGNED SCHOOL(S). RESPONSIBLE FOR ADMINISTRATIVE EDUCATIONAL OPERATIONS OF THE SCHOOL. PROVIDES INSTRUCTION, COORDINATES AND ADMINISTERS STANDARDIZED STUDENT TESTING (I.E. GED, TABE AND WORKKEYS, ETC.). SATISFIES ALL MANDATORY TRAINING (SCDC/ PUSD). PERFORMS OTHER DUTIES AS ASSIGNED. (UNTIL FILLED)