# *SC DEPARTMENT OF CORRECTIONS*

## *-JOB POSTING NOTICE (EOE)-*

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THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS IS COMMITTED TO PROVIDING EQUAL OPPORTUNITIES TO ALL APPLICANTS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY OR GENETIC INFORMATION.

OPENING DATE: 03/20/18 CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: PRGM COORD I - 3 SCDC POSITION #: 014617
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
PAY BAND/LEVEL: 05 B
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 034157 - $ 044112 SCEIS POSITION #: 61018479

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MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES AND RELEVANT PROGRAM EXPERIENCE IN AREA OF VOCATIONAL TRADE (HORTICULTURE).
*THIS IS A NEOGOV POSITION. APPLY AT WWW.JOBS.SC.GOV*

DESCRIPTION OF DUTIES:
UNDER SUPERVISION FROM THE SUPERINTENDENT/DESIGNEE PROVIDES VOCATIONAL INSTRUCTION TO STUDENTS. ASSESSES STUDENTS ABILITIES AND NEEDS REQUIRED TO COMPLETE COURSE OF INSTRUCTION. DELIVERS DISTRICT APPROVED CURRICULUM AND PROVIDES APPROPRIATE INSTRUCTION. MAINTAINS DISCIPLINE AND SECURITY IN CLASSROOM, SHOP AND OTHER APPLICABLE WORK AREAS. SUPERVISES THE USE OF ALL TOOLS AND EQUIPMENT TO ENSURE PROPER SECURITY, USE, AND STORAGE. MAINTAINS RECORDS OF STUDENT ATTENDANCE, PROGRESS AND PROVIDES INFORMATIONAL REPORTS AS REQUIRED BY THE DIRECTOR OF VOCATIONAL PROGRAMS. MAINTAINS TEACHER COMPETENCY IN THE AREA OF VOCATIONAL TRADE. SATISFY REQUIREMENTS OF ALL MANDATORY TRAINING (PUSD/SCDC). PERFORMS OTHER EDUCATIONAL AND RELATED DUTIES AS REQUIRED.
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