

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/25/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: VOC INSTR SCDC POSITION #: 013005
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: ALLENDALE CORRECTIONAL INSTITUTION, FAIRFAX (ALLENDALE) LEVEL 2

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 #: 61020170

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
A HIGH SCHOOL DIPLOMA AND THREE (3) YERAS EXPERIENCE IN RELEVANT
VOCATIONAL TRADE (CARPENTRY).

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. (OPEN UNTIL FILLED)