

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/20/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: EDUC COORD/ABE SCDC POSITION #: 021451
HOURS/WEEKLY: 028.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LIVESAY CORRECTIONAL INSTITUTION, SPARTANBURG (SPARTANBURG) LEVEL 1

STATE JOB TITLE: EDUC COORD/ABE STATE JOB CLASS: 9999
HRLY RATE: \$ 027.12 SCEIS POSITION #: 61027570

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
CERTIFIED AT THE SECONDARY LEVEL AND HOLDS A CURRENT SOUTH CAROLINA
TEACHING LICENSE IN MATH, SCIENCE, SOCIAL STUDIES, ELA OR SPECIAL
EDUCATION. (THIS IS A TEMPORARY POSITION PAID AT AN ESTABLISHED HOURLY
RATE FOR HOURS WORKED. TEMPORARY POSITIONS DO NOT INCLUDE LEAVE,
BENEFITS OR GRIEVANCE RIGHTS).

DESCRIPTION OF DUTIES:

UNDER THE DIRECTION OF SUPERINTENDENT/ DESIGNEE IS RESPONSIBLE FOR
ALL ACTIVITIES INVOLVED IN THE EDUCATIONAL OPERATIONS WITHIN ASSIGNED
SCHOOL(S). RESPONSIBLE FOR EDUCATIONAL OPERATIONS OF SCHOOL AND
MAINTAINS AN EFFECTIVE INSTRUCTIONAL PROGRAM . COORDINATES AND
ADMINISTERS STANDARDIZED STUDENT TESTING (I.E. GED, TABE AND WORKKEYS,
ETC.). PROVIDE CLASSROOM INSTRUCTION AS NEEDED, PER SUPERINTENDENT.
SATISFIES ALL MANDATORY TRAINING (SCDC/PUSD). PERFORMS OTHER DUTIES
AS ASSIGNED.
(OPEN UNTIL FILLED)

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE
PROCEDURE ACT.