

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 05/16/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: ADMIN ASST/ABE SCDC POSITION #: 021615

HOURS/WEEKLY: 030.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: ADMIN ASST/ABE STATE JOB CLASS: 9999

HRLY RATE: \$ 016.85 SCEIS POSITION #: 61047430

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.

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DESCRIPTION OF DUTIES:

UNDER SUPERVISION OF THE SUPERINTENDENT/ DESIGNEE DIFFERENTIATES INSTRUCTION TO MEET THE INDIVIDUAL ACADEMIC NEEDS OF INMATE STUDENTS AT THE SECONDARY LEVEL. DEMONSTRATES EFFECTIVE CLASSROOM MANAGEMENT. MAINTAINS AN EFFECTIVE INSTRUCTIONAL PROGRAM. DEVELOPS AN INDIVIDUAL DUCATION PLAN BASED ON STUDENT'S DIAGNOSTIC PROFILE. DEVELOPS APPROPRIATE DAILY LESSON PLANS. MAINTAINS ACCURATE AND UP TO DATE GRADE BOOK. ACCURATE DOCUMENTATION OF DAILY STUDENT ATTENDANCE. SATISFIES ALL MANDATORY TRAINING (SCDC/ PUSD). PERFORMS OTHER DUTIES AS ASSIGNED. (CLOSING DATE: UNTIL FILLED)

COMMENTS:

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