

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/24/17

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: VOC ED TRAINER SCDC POSITION #: 019838
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 - \$ 037572 SCEIS POSITION #: 61019701

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). HIGH SCHOOL DIPLOMA AND THREE (3) YEARS EXPERIENCE
IN RELEVANT VOCATIONAL TRADE (MASONRY).

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. MAINTAINS
TEACHER COMPETENCY IN THE AREA OF VOCATIONAL TRADE. SATISFY
REQUIREMENTS OF ALL MANDATORY TRAINING (PUSD/SCDC). PERFORMS OTHER
EDUCATIONAL AND RELATED DUTIES AS ASSIGNED.

(CLOSING DATE: UNTIL FILLED)