SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 05/02/17 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 - $ 037572 SCEIS POSITION #: 61020170

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). A BACHELOR'S DEGREE AND TWO (2) YEARS EXPERIENCE IN VOCATIONAL TRADE OF CARPENTRY; OR AN ASSOCIATE DEGREE AND FOUR (4) YEARS EXPERIENCE IN VOCATIONAL TRADE OF CARPENTRY; OR A HIGH SCHOOL DIPLOMA AND SIX (6) YEARS EXPERIENCE IN VOCATIONAL TRADE OR 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)