

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 08/18/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: MEDIA SPECIALIST/CERT TCHR                      SCDC POSITION #: 011477

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) LEVEL 2

STATE JOB TITLE: CERTIFIED TEACHER

STATE JOB CLASS: UB02

SALARY BASED ON CERTIFICATION

SPECIAL INCENTIVE: NO

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MINIMUM AND ADDITIONAL REQUIREMENTS:

VALID SC TEACHING CERTIFICATE IN THE AREA OF MEDIA SPECIALIST.

DESCRIPTION OF DUTIES:

UNDER DIRECTION OF THE SUPERINTENDENT AND SCHOOL LEADER ADMINISTERS ALL PHASES OF LIBRARY SERVICES, INCLUDING PROGRAM DEVELOPMENT, STUDENT ASSISTANCE AND INMATE SUPERVISION. CREATES, PROMOTES, AND IMPLEMENTS COMPREHENSIVE LIBRARY PROGRAMS. PROVIDES CLASSROOM INSTRUCTION FOR UP TO 50% OF THE DAY. ENSURES RELEVANT CAREER DEVELOPMENT INFORMATION IS MADE AVAILABLE. CULTIVATES POSITIVE WORKING RELATIONSHIPS WITH STUDENTS, SCHOOL STAFF AND DISTRICT OFFICE STAFF. SCREENS MATERIALS (TO INCLUDE DONATED) FOR APPROPRIATENESS. PERFORMS OTHER EDUCATIONAL AND RELATED DUTIES AS ASSIGNED. SATISFIES ALL REQUIREMENTS OF MANDATORY TRAINING (SCDC/ PUSD) (UNTIL FILLED)

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING