

**SC DEPARTMENT OF CORRECTIONS**

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

OPENING DATE: 07/25/17

CLOSING DATE: UNTIL FILLED

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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 - \$ 044112 SCEIS POSITION #: 61019701

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.  
A 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)