

**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 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 - \$ 044112 SCEIS POSITION #: 61020170

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.  
A HIGH SCHOOL DIPLOMA AND THREE (3) YERAS EXPERIENCE IN RELEVANT  
VOCATIONAL TRADE (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)