SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/10/18 CLOSING DATE: 07/24/18 (4:30 PM)

SCDC INTERNAL TITLE: CERTIFIED TCHR - PUSD SCDC POSITION #: 013349
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: PALMETTO UNIFIED SCHOOL DISTRICT #1, COLUMBIA (RICHLAND)

STATE JOB TITLE: CERTIFIED TEACHER STATE JOB CLASS: UB02
SALARY BASED ON CERTIFICATION SPECIAL INCENTIVE: NO

MINIMUM AND ADDITIONAL REQUIREMENTS:
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). MUST POSSESS A VALID SC TEACHING CERTIFICATE. CERTIFICATION IN SECONDARY MATH, SCIENCE, SOCIAL STUDIES, ENGLISH/ LANGUAGE ARTS OR SPECIAL EDUCATIONAL PREFERRED.

DESCRIPTION OF DUTIES:
SPECIAL PROGRAMS COORDINATOR-UNDER THE DIRECTION OF THE SUPERINTENDENT COORDINATES VARIOUS EDUCATIONAL PROGRAMS AND INITIATIVE COORDINATES THE FOLLOWING: TEACHER OF THE YEAR, GRADUATION PROGRAM, TEACHER ADVISORY COUNCIL AND STUDENT ADVISORY COUNCIL. ASSISTS WITH THE AGENCY'S CHARACTER EDUCATION PROGRAM AND AGENCY'S STRATEGIC PLAN. INPUTS AND MANAGES CERTIFICATION PORTAL SYSTEM (CPS) DATABASE (CERTIFICATION, CREDIT RENEWAL, ETC.). PREPARES PRELIMINARY ANALYSIS RESPONSES FOR ACCREDITATION BY SDE. MANAGES PCS (PROFESSIONAL CERTIFICATION STAFF) DATABASE. PROCESSES ALL REQUESTS FOR EDUCATION CREDIT BACKDATES. ASSISTS WITH THE EMPLOYEE PERFORMANCE MANAGEMENT (EPMS) AND ADEPT FOR THE EVALUATION OF EMPLOYEES. POINT OF CONTACT FOR AGENCY CLASSIFICATION AND INMATE CORRESPONDENCE COURSES. PREPARES OFFICE OF CIVIL RIGHTS REPORT AND DISTRICT CALENDAR. SERVES AS THE SUPERINTENDENT'S LIAISON TO THE BOARD OF TRUSTEES. SATISFIES ALL REQUIREMENTS OF MANDATORY TRAINING AND OTHER DUTIES AS ASSIGNED.
COMMENTS:
THIS POSITION IS RECRUITED THROUGH NEOGOV,PLEASE APPLY @ WWW. JOBS.SC.GOV*