

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/07/18

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: VOC INSTR

SCDC POSITION #: 012218

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

LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

STATE JOB TITLE: VOCATIONAL TEACHER

STATE JOB CLASS: UB04

SALARY BASED ON CERTIFICATION

SPECIAL INCENTIVE: NO

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A HIGH SCHOOL DIPLOMA AND ELEVELANT EXPERIENCE OR A BACHLOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED WORKING EXPERIENCE. APPLICANT MUST BE A CERTIFIED TEACHER IN AREA OF VOCATION OR ELIGIBLE FOR WORK BASED CERTIFICATION, VERIFIED THROUGH THE SOUTH CAROLINA DEPARTMENT OF EDUCATION, WHICH REQUIRES 3-5 YEARS OF EXPERIENCE IN VOCATIONAL TRADE. (WELDING)

### 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 TRAINING (PUSD/SCDC). PERFORMS OTHER EDUCATIONAL AND RELATED DUTIES AS REQUIRED. (POST UNTIL FILLED)