SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/06/17 CLOSING DATE: 12/13/17 (4:30 PM)

SCDC INTERNAL TITLE: GUIDANCE COUNSELOR SCDC POSITION #: 011450

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

LOCATION: CAMILLE GRAHAM CORRECTIONAL INST., COLUMBIA (RICHLAND) LEVEL 2

STATE JOB TITLE: GUIDANCE COUNSELOR STATE JOB CLASS: UB06

SALARY BASED ON CERTIFICATION SPECIAL INCENTIVE: NO

MINIMUM AND ADDITIONAL REQUIREMENTS:

A VALID SOUTH CAROLINA TEACHING CREDENTIAL IN GUIDANCE COUNSELOR.

DESCRIPTION OF DUTIES:

UNDER THE DIRECTION OF THE SUPERINTENDENT AND PRINCIPAL SUPERVISES THE GUIDANCE FUNCTIONS WITHIN ASSIGNED SCHOOLS. COORDINATES AND ADMINISTERS STANDARDIZED STUDENT TESTING (I.E. TABE, GED, WORKKEYS, ETC.) PROVIDES OVERSIGHT TO SCHOOLS WITHIN ASSIGNED REGION AS APPROVED BY PRINCIPAL. MAINTAINS ACCURATE DATA IN A TIMELY MANNER. PROVIDES DIRECT STUDENT INSTRUCTION. SATISFY REQUIREMENTS OF ALL MANDATORY TRAINING (PUSD/SCDC). PERFORMS OTHER DUTIES AS ASSIGNED.