STATE OF SOUTH CAROLINA

**Commission for the Blind**

1430 Confederate Avenue

Columbia, SC 29201

http://www.jobs.sc.gov

INVITES APPLICATIONS FOR THE POSITION OF:

Braille Instructor

An Equal Opportunity Employer

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**OPENING DATE:** 06/11/18 **CLOSING DATE:** Continuous

**JOB TITLE:** Braille Instructor **CLASS CODE:** GA40

**POSITION NUMBER:** 60026561 **SLOT NUMBER**:

**STATE SALARY RANGE:**

 $26,988.00 - $49,932.00 Annually **AGENCY HIRING RANGE - MIN:**

**AGENCY HIRING RANGE - MAX:**

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:**

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY**):

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

Please apply online. Contact 803-898-7297 if you need assistance.

**JOB RESPONSIBILITIES:**

Assesses each consumer for the purpose of evaluating reading and writing skills in Braille for vocational and daily living needs; develop lesson plans for each consumer based on need to prepare for competitive employment.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A high school diploma and relevant program experience. A bachelor's degree may be substituted for the required program experience.

**PREFERRED QUALIFICATIONS:**

A Bachelor's Degree and professional experience in human services or social services programs. Knowledge of state and federal guidelines pertaining to vocational rehabilitation programs. Knowledge in Unified English Braille (UEB). Ability to develop lesson plans in Braille literacy and conduct assessments. Ability to provide accurate case load documentation.

**ADDITIONAL COMMENTS:**

Employee will be responsible for meeting all designated quality and productivity standards in a quality manner with minimal supervision. Occasional travel may be required. Occasional second shift hours. Employee must be able to lift, carry, pull at least 25 pounds.

\*\*The entire application history should be included on the application. All sections under the Work Experience portion of the application must be completed. If the information is not listed, then your application may be considered incomplete. The words "See Resume" are not acceptable. A resume may not be substituted for the completed application. Your employment history should include volunteer work, military time and any time spent unemployed.\*\*

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov> Job #77530

OR BRAILLE INSTRUCTOR

1430 Confederate Avenue LG

Columbia, SC 29201

**Braille Instructor Supplemental Questionnaire**

\* 1. Stop! All sections under the Work Experience portion of the application must be completed to include: Dates of Employment, Employer Name, Position Title, Address, Supervisor's Name, Phone Number, Website, Permission to Contact Employer field, Hours per week, and Number of Employees Supervised. If these sections are not completed, your application may be considered incomplete. The words "See Resume" are not acceptable. A Resume may not be substituted for your completed application. Your employment history should include volunteer work, military time and any time spent unemployed. Have you completed the entire application?

Yes No

\* 2.Do you have a high school diploma and relevant program experience?

Yes No

\* 3. Do you have a Bachelor's Degree and professional experience in Human Services or Social Services programs?

Yes No

\*4. Do you have knowledge of state and federal guidelines pertaining to vocational rehabilitation programs?

Yes No

\*5. Do you have knowledge in Unified English Braille (UEB)?

Yes No

\*6. Do you have the ability to develop lesson plans in Braille literacy and conduct assessment?

Yes No

\*7. Do you have the ability to provide accurate case load documentation?

Yes No

\* 8. How did you find out about the vacancy?