

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-232-2668-001		MCR / HCR 1
DIVISION / UNIT Education Departments		CLASSIFICATION TITLE Vocational Instructor – Refrigeration - HVAC		
		WORKING TITLE Vocational Instructor – Refrigeration - HVAC		
		TIME BASE / TENURE R03	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 12/1/2023	INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Persons in these specialty classes help persons committed to State correctional facilities in the Department of Corrections and Rehabilitation prepare to become productive and contributing members of society by training them in the trade and vocational skills necessary to gain employment and by helping them to develop socially acceptable attitudes and interests. The instructors give both individual and group instruction and, in many instances, participate as members of an interdisciplinary treatment team. The instructors have responsibility for supervising the conduct of the students while in the classroom or shop and may be called upon to assume general custody responsibilities in time of emergency.

The using Department has differing programs and, therefore, place emphasis on differing duties but, in general, they stipulate that the instructor play an important role in the total rehabilitation process, as well as in teaching the skills which will train the individual for occupational opportunities in the specialty field. Instructor's tasks include: planning, assigning, and supervising work; maintaining control and discipline in the classroom or shop; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program and working with them in helping them set and meet educational vocational rehabilitative needs and goals; participating in program evaluation; participating in Trade Advisory Committee meetings; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching students for contraband, such as weapons or illegal drugs; and performing other related duties. They may be assigned as relief instructors, on a full-time basis, in specialties other than those for which they were hired. In addition, they may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric, and casework areas. The instructor has an important role of providing information of an educational nature which can help other members of the team to better determine each student's treatment needs. The instructor has responsibility, once a plan is developed, for providing through their classroom curriculum program, the types of experience which is compatible with this plan.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Supervisor of Correctional Education, the Vocational Instructor Refrigeration - HVAC, implements the California Department of Corrections (CDCR) learning goals and objectives through the Office of Correctional

030-232-2668-001

Education (OCE) approved curriculum and in accordance with education, credentialing, and the rules and regulations that have been established by the specific trade certifying agency(s). Based on the incarcerated students’ learning needs and applicable assessment results the instructor develops lesson plans, assigns and reviews class and shop work and provides a course of study based on the specific authorized vocational program curricula. The vocational instructor provides professional and technical instruction to a diverse population of incarcerated students, including students who are advanced, remedial or disabled. The professional and technical instruction involves demonstration of skills required in the trade and lessons on principles, practices, methods, processes and terminology. The instructor ensures the students are actively engaged in the learning process and are progressing through the course according to the curriculum and parameters of the established pacing matrix. The instructor will provide remedial assistance when needed, and will document their efforts in cases where inmates are not progressing according to the pacing matrix. The instructor administers appropriate tests and evaluates achievements of inmates in technical knowledge and trade skills as applicable to the student’s specific assignment. The instructor maintains a clean and well-organized classroom/shop including all associated storage areas. The instructor maintains and preserves the safety and security of the institution and the immediate classroom/shop and surrounding areas, as well as provides for the administration, storage, inventory, control and issuance of all tools, materials, and supplies within the vocational classroom and shop in a manner that maintains safety and security.

The instructor has the ability to climb, reach, bend, stoop, kneel, sit and stand for long periods of time; walk; lift, push, or pull up to 25 pounds. The instructor possesses the knowledge, skills, and ability to commission and decommission the trade specific shop and classroom inclusive of equipment, materials, and supplies. The instructor displays and utilizes integrity, initiative, dependability, and good judgment.

<p>% of time performing duties</p>	<p>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</p>
<p>65%</p>	<p>Directly supervises the inmate workers and the students assigned to the vocational program. Plans, assigns, and evaluates the work of all inmates assigned to the vocational program. Provides professional and technical instruction involving the demonstration of skills required in the trade and lessons on principles, practices, methods, processes and terminology during the regular school schedule, modified programs and if necessary, during lockdowns. Develops lesson plans directly aligned to the OCE approved curriculum, textbooks, and industry standards. Organizes and effectively communicates class/course objectives, standards, and the requirements for successful achievement, e.g., syllabi, tests, specific tasks to students. Prepares students to attain the OCE approved industry specific certifications and provides instruction of the OCE approved coursework in literacy for those students who fall within guidelines of PC 2053.1. Ensures the students are actively engaged in the learning process and are progressing through the course according to the curriculum and established pacing matrix. Administers appropriate tests and evaluates achievements of inmates in technical knowledge and trade skills as applicable to the student’s specific assignment and curricula. Appropriately ensures security of all tests. Operates basic office equipment and performs routine typing and basic computer operations in order to accurately track, maintain, and submit all required documentation associated with the vocational programs to include, but not limited to: inmate attendance, disciplinary, assessment, safety, and industry and curricula and milestone achievements, as directed and within the established reporting time periods.</p>
<p>15%</p>	<p>Maintains institutional security by properly following escape prevention policies and procedures. Maintains classroom and shop discipline, provides a safe classroom and shop learning environment, prevents injury to self and inmates. Administers, stores, inventories, controls and issues all tools within the vocational classroom and shop in a manner that maintains safety and security of the institution and the specific vocational classroom and shop. Maintains a clean, well-organized classroom/shop and associated storage areas. Appropriately wears a personal alarm device and adheres to other CDCR sanctioned security requirements. Understands, follows and teaches the mandated safety requirements, hazardous-material (SB198) requirements, rules and regulations per California Code of Regulation Title 15, established local policies and procedures, and applicable laws governing the specific vocational program.</p>

030-232-2668-001

15%	<p>Reports to the direct supervisor and clearly communicates information both verbally and in writing regarding program issues. Performs the instructional duties with a professional and cooperative work ethic and maintains an effective working relationship with department personnel and students. Accurately prepares Education Monthly Report and Monthly Accomplishment Report data and submits the information to the direct supervisors as required within the established time frames. Required documentation includes, but is not limited to: Permanent Class Record (CDC-151) Student Progress Reports (128-E), student disciplinary reports (CDC-115 and CDC-128-A), Work Supervisors Report (CDC-101), Inmate Work Supervisor’s Time Log (CDC-1697), Record of Educational Achievement (CDC-154) Milestone Credit Earning (CDC-128-B), and all appropriate and specific industry certification documents.</p>
15%	<p>Appropriately complete, maintain and appropriately update all student records. The instructor purchases supplies, materials and equipment in accordance with policies and procedures. Attends required educational staff meetings to obtain knowledge of the CDCR, institutional, and OCE mission and goals. Actively participates in committee meetings such as preparation for the Department Compliance Review and Audit Committee visitation, Western Association of Schools and Colleges (WASC) groups, Site Literacy Council, Inmate Advisory and Curriculum meetings, etc. Evaluates and orders approved textbooks, curriculum materials and equipment in accordance with policy and procedures. Possesses and maintains all required credentials, licensures, and training as required by CDCR/OCE. The instructor stays current with the trends, processes, innovations and technology advancements of the applicable trade. Maintains required In-Service-Training (IST) hours by attending scheduled IST and on-the-job training classes including, but not limited to, all mandatory classes and the annual block training.</p>

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE’S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE’S NAME (Print)	EMPLOYEE’S SIGNATURE	DATE
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SUPERVISOR’S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR’S NAME (Print)	SUPERVISOR’S SIGNATURE	DATE
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