

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Correctional Training Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 101-232-2668-001		MCR / HCR 1/D
DIVISION / UNIT  OFFICE OF CORRECTIONAL EDUCATION		CLASSIFICATION TITLE Vocational Instructor HVAC- CF		
		WORKING TITLE VI Heating Ventilation Air Conditioning Repair, CF		
		TIME BASE / TENURE FT/PERM	CBID R03	WWG SE
LOCATION Soledad, CA		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION</b>				
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.				
<b>COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under the general supervision of the Principal and the direct supervision of the Supervisor of Vocational Instruction (SVI) the Vocational Instructor <u>HVAC, CF</u> , implements the California Department of Corrections (CDCR) learning goals and objectives.				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Vocational Instructors work within the policies and practices of the Office of Correctional Education, including the implementation of only the approved curriculum. Vocational Instructors are expected to prepare instruction and assessment that is aligned with the policies and regulations of the CDCR Office of Correctional Education, the California Commission on Teacher Credentialing, and the partner organizations and associations through which CDCR students receive trade certifications.				
<b>% of time performing duties</b>	<b>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.</b>			
	<b>ESSENTIAL FUNCTIONS</b>			
35%	Supervise all students in the shop and ensure full student engagement 100% of the time in the shop. While monitoring all students, provide small group instruction on the shop floor to small heterogeneous groups working on projects that relate to multiple competencies listed in the Curriculum Progress Record to result in Program Completion. Small group instruction includes explaining concepts related to trade competencies necessary for industry certification, modeling quality standards, and challenging students to meet industry standards for quality and completion time. Prepare students for successful completion of the Performance Exam after Course Completion so that each student earns a trade certification and Program Completion.			
30%	Supervise all students in the shop and ensure full student engagement 100% of the time in the shop. While monitoring all students, provide direct instruction to small homogeneous learning groups on concepts from the text series and related to the paper/ online certification exams. Direct instruction includes Socratic dialogue of students within the small groups so that each student has the opportunity, and is required, to communicate their understanding of activities and concepts related to trade certification.			
10%	Develop 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. Prepare lesson plans that will allow students to progress			

	toward trade certification when students are not able to access the shop due to such reasons as institutional lockdown.
10%	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 Accomplish 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, CDC-128-A, and CDC-128-B), Work Supervisors Report (CDC-101), Inmate Work Supervisor’s Time Log (CDC-1697), Vocational Training Evaluation Report (CDC-153), Record of Educational Achievement (CDC-154) Milestone Credit Earning (CDC-128-B), and all appropriate and specific industry certification documents. Appropriately complete, maintain and appropriately update all student records. The instructor purchases supplies, materials and equipment in accordance with policies and procedures.
5%	Maintain all required records for student matriculation through the program. Ensures that all students are progressing through the course according to the curriculum and established pacing matrix. Report students who refuse to actively engage and progress. 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 logically 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.
5%	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, 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. Adheres to given budget and appropriately orders programs supplies, tools and equipment which directly relate to the curriculum and industry standards. Ensure that all purchasing documents are thoroughly completed and timely submitted during the purchasing phase. Follows appropriate institutional requirements for purchasing. Upon arrival of tools and supplies, appropriately logs, scribes, and store items in a timely manner.
5%	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, Industry 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.

**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.

**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

**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