

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) 030-231-2290-809		MCR / HCR 1
DIVISION / UNIT Correctional Administrator (DOC), Operations Education Department		CLASSIFICATION TITLE Academic Teacher (CF)		
		WORKING TITLE Teacher (High School-General Education) (CF)		
		TIME BASE / TENURE R03	CBID SE	WWG SE
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 9/1/2023	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

Incumbents 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 academic subjects and by helping them to develop socially acceptable attitudes and interests. The teachers give both individual and group instruction, conduct assessment and testing, and in many instances, participate as members of an interdisciplinary treatment team. The teachers have responsibility for supervising the conduct of the students while in the classroom 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 teacher play an important role in the total education, treatment and training process, as well as in teaching the skills which will enable the individual to seek occupational opportunities. The teachers' tasks include: planning, assigning, and supervising work; maintaining control and discipline in the classroom; 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; working with students and helping them set and meet educational needs and goals; participating in program evaluation; participating in extracurricular programs; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching for contraband, weapons or illegal drugs; and performing other related duties. They may be assigned to work as relief teachers, 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 teacher 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. In new and developing programs, teachers will participate in the development and continuing revision of curriculum.

GENERAL STATEMENT

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

Under the general supervision of the Principal and the direct supervision of the Supervisor of Academic Instruction (SAI), the Academic Teacher, CF (teacher) implements the California Department of Education (CDE) Adult School learning goals and objectives. Based on the incarcerated students' learning needs, assessment results from the Test of Adult Basic Education (TABE), the Comprehensive Adult Student Assessment System (CASAS), and other educational assessment tools and documents, the teacher will develop lesson plans, assign coursework and provide a course of study based on the specific academic program. The teacher will provide services using several delivery methods (based on individual student needs) such as one-on-one, and/or small group instruction, and/or large group instruction on a pull-out basis. The teacher is required to maintain direct student contact related to the necessary amount of time based on student learning needs and group activities. The teacher will provide guidance to paraprofessional Teaching Assistants (TAs), Inmate Student Aides, Inmate

030-231-2290-809

Clerks and Inmate Tutors. The teacher will be fully aware of the institutional mission and services. The teacher will maintain personal safety by wearing a Personal Alarm Device or by other department sanctioned means.

% of time performing duties	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.
40%	Determines the educational needs of inmates using various student assessment tools, e.g., TABE, CASAS, and other educational assessment tools and documents. Plans and provides instruction using the Office of Correctional Education (OCE) adopted curriculum and approved materials in basic reading, writing, and math for Adult Basic Education, General Education Development (GED) and other OCE approved programs during the regular school schedule, modified programs and lockdowns. Utilizes the OCE mandated and CDE adopted curriculum and textbook materials appropriate for each student. Ensures accurate completion of required student documentation in a timely manner. The required documentation includes, and is not limited to the Student Activity Log, Permanent Class Record, Education File, Student Progress Reports (128E) and the student file. Provides additional resources and materials aligned to student class work and homework, as well as equipment, media and supplies as needed to ensure student success and progress. Monitors and tracks student daily attendance, class work, and homework collection and completion.
40%	Gives instruction to TAs and other education staff, inmate workers and students. Guides TAs in the following: proctoring assessments for students; tutoring of daily student lessons; collaboration regarding student academic progress; and, the collection and correction of homework. Meets with TAs on a daily basis to discuss the facilitation and remedial tutoring for assigned, enrolled or voluntary students. Guides and assists the TA in the progressive disciplinary process. Ensures TAs properly maintain student documentation. Provides direction to Inmate Student Aides, Inmate Clerks and Inmate Tutors. Coordinates with the TA, Office Technician or Office Assistant to process educational transcript requests, High School Diplomas, GED certificates and other examination records. Performs follow-up on any missing documentation.
10%	Reports to and communicates with the SAI to provide Education Month Report data, Monthly Accomplishment Report data, the status of classroom activities and whenever program support is required. Attends required educational faculty meetings. Communicates with educational and custody staff regarding program issues.
05%	Participates in committee meetings such as preparation for the Department Compliance Review and Audit Committee visitation, Western Association of Schools and Colleges (WASC) focus groups, Site Literacy Council, Inmate Advisory and Curriculum meetings. Evaluates and orders CDE adopted curriculum materials and equipment. Participates in workshops, conferences, seminars, and staff meetings to stay current with evidence-based educational practices. Maintains current knowledge of instructional and assessment strategies, technology and testing techniques.
05%	Maintains classroom discipline, provides a safe learning environment, prevents escape and injury, and other duties as required.

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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030-231-2290-809

CODE OF SAFE PRACTICES

Job Safety Class: Supervisor of Correctional Education Programs, M-F Shift, Facilities 1, 2, 3

SAFE WORKPLACE CONDITIONS:

1. Report all unsafe/hazardous conditions to your supervisor.
2. Be aware of proper storage, disposal, and usage of potentially hazardous/toxic materials within your work area.
3. Report all accidents, injuries, and illnesses to your supervisor.
4. In the event of a fire, sound alarm (telephone 222).
5. Upon hearing alarm, evaluate situation and follow established procedures.
6. Fire extinguishers shall be kept clear at all times.
7. Exits, aisles, stairways, and hallways shall be kept well lighted, unlocked and clear at all times.
8. Keep floor area clean and dry.
9. Report ventilation/air conditioning/heating problems to appropriate authority.

SAFE WORK PRACTICES:

1. Attend safety meetings/training as required for your work assignment.
2. When carrying loads, exercise appropriate lifting/carrying techniques to avoid overexertion and strain.
3. When using materials, equipment, and tools, refer to manufacturer's instructions on proper use and care.
4. Employees shall exercise caution in moving about worksite.
5. File cabinet doors and drawers shall be opened one at a time, and carefully closed when not in use to prevent injury.
6. No Horseplay or use of intoxicating substances or smoking in shops or classrooms.
7. Employees shall not store excessive combustibles in work areas.
8. Ensure that materials/supplies are not stacked above shoulder height.

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

1. Wear protective hand coverings (plastic gloves) when providing first aid where body fluids are present.
2. Be aware and knowledgeable of personal safety devices assigned to you and that they are working properly, i.e.; whistles, personal alarm devices, off-hook alarms, and radios.

Supervisor of Correctional Education Program_____
Date

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Supervisor of Correctional Education Program_____
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