

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-231-2290-801		MCR / HCR 1
DIVISION / UNIT Programs / Education		CLASSIFICATION TITLE Academic Teacher, CF		
		WORKING TITLE Teacher, CF		
		TIME BASE / TENURE PERM/FT	CBID R03	WWG SE
LOCATION 300 Prison Road, Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

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

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL STATEMENT

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 for adult learners following the College and Career Readiness Standards. Based on the incarcerated students' learning needs, assessment results from the Comprehensive Adult Student Assessment System (CASAS), the Test of Adult Basic Education (TABE), 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 and will use adopted curriculum, textbooks, and supplemental materials. The teacher will provide instruction using researchbased instructional strategies and other appropriate delivery methods (based on individual student needs) such as explicit direct instruction, one-on-one, 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. All efforts should be made to maximize instructional time so that teaching and learning takes place from the beginning to the end of the class.

The teacher will maintain all student records in the Strategic Offender Management System (SOMS) in accordance with department policy. The teacher will participate in Professional Learning Communities (PLC), Western Association of Schools and Colleges (WASC) meetings, and required professional development activities. The teacher will provide guidance to paraprofessional teaching assistants (TAs), inmate student aides, inmate 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.
------------------------------------	---

30%	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, textbooks, and supplemental materials in basic reading, writing, and math for Adult Basic Education, High School Diploma 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. Provides instructions using adopted instructional strategies and other appropriate delivery methods (based on individual student needs) such as explicit direct instruction, one-on-one, and/or small group instruction, and/or large group instruction on a pull-out basis. 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.
25%	Ensures accurate completion of required student documentation in SOMS in a timely manner. Monitors and tracks student daily attendance, class work, and homework collection and completion. Recommends Milestone Completion Credits (MCC) and Education Merit Credits (EMC) when appropriate in accordance with policy. Tracks student attendance, curriculum progress, and document MCCs and EMCs for students in SOMS in accordance with policy.
15%	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%	Establishes positive relationships with inmates and institutional staff. Orders, controls, and coordinates the use of supplies, materials, textbooks and equipment when necessary. Remains current with new developments in reading acquisition and contemporary adult literacy teaching techniques. Reports to and communicates with the SAI to provide the status of classroom activities and whenever program support is required. Communicates with educational and custody staff regarding program issues.
10%	Participates in committee meetings such as PLCs, WASC focus groups, Site Literacy Council, Inmate Advisory and Curriculum meetings. Participates in workshops, required 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.
5%	Maintains classroom discipline, provides a safe learning environment, prevents escape and injury, and other duties as required.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

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

-

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

071-231-2290-801

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