

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-231-6400-001		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE TEACHING ASSISTANT, CF		
		WORKING TITLE Teaching Assistant		
		TIME BASE / TENURE Full-Time/ Limited Term	CBID R20	WWG 2
LOCATION TEHACHAPI		INCUMBENT		EFFECTIVE DATE 05/01/2022
CDCR'S 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.				
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 The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> 1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs. 				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Within the context of Office of Correctional Education (OCE) Academic Program requirements, regulations, and guidelines, and under the supervision of a Supervisor of Academic Instruction, and under the direction of a credentialed academic teacher, the Teaching Assistant (TA) shall give support to teacher(s) by providing educational services to assigned/enrolled students. The TA's duties involve: tutoring one-on-one sessions; facilitating small group sessions; correcting student homework, quizzes, and other class work; assisting in testing students; working with the teacher to assist with monitoring student progress; tracking program completions; assisting with tracking attendance and, other routine classroom duties. The TA will be fully aware of the mission, vision and services of the California Department of Corrections and Rehabilitation (CDCR), the Office of Correctional Education (OCE), California Correctional Institution (CCI), and Tehachapi Mountain Adult School (TMAS) that are relevant to the position. The TA will maintain personal safety by employing professionalism, wearing a Personal Alarm Device, performing regular security checks of their work area and or 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.			
45%	ESSENTIAL FUNCTIONS Provides classroom support, tutors individual students, conducts small group sessions, and facilitates computer-assisted instruction under professional direction. Corrects and returns homework on a daily basis. Prepares instructional materials, bulletin boards, etc. Organizes and maintains a classroom library, curricular displays, and learning centers. Supervises inmate student aides, inmate clerks, and inmate peer-tutors. Utilizes good written and verbal communication skills. Observes the behavior of inmate students and tutors. Confers regularly with teachers and institutional staff regarding students and inmate tutors assigned/enrolled for specific academic (including voluntary) programs. Supervises the conduct of students during pull-out sessions, class time, and computer-assisted instruction.			
25%	Assists the teacher in tracking attendance for assigned/enrolled students. Keeps an accurate record on each individual student's progress using OCE approved documentation. Confers daily with the teacher(s) to discuss			

	learning strategies. Supports the facilitation of appropriate learning methodologies, and discusses alternative tutorial strategies to address individual learning needs.
10%	Under professional guidance, administers approved educational tests, other student assessments, and discusses academic progress with individual students. Motivates and works with students to assist them in meeting educational goals. Participates in program evaluation with the teacher(s).
10%	Assists the teacher with maintaining student files and classroom records and other student information. Participates in various committees as required by CDCR. Participates in staff development activities to increase skills and knowledge.
5%	Operates equipment, media and computers used in the specific academic program. Maintains control and inventory checklists over equipment, media, supplies, and curricular materials, while supervising inmate student aides, inmate clerks and inmate peer-tutors.
5%	MARGINAL FUNCTIONS 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.

SPECIFIC RESPONSIBILITIES:

- Assists the classroom teacher in program and curriculum presentation to students, conducting lessons, assessments (e.g., end of the chapter progress and English Learner assessments, etc.), student test correction, computer assisted instruction, and other classroom activities to increase student learning as outlined by the assigned teacher or supervisor on an ongoing basis.
- Tutors students individually and in groups in academic and vocational [Career Technical Education (CTE)] subject areas to meet their educational goals utilizing the adopted curriculum as outlined by the assigned teacher or supervisor on an ongoing basis.
- Compiles required documents and progress reports for the classroom teacher or supervisor to provide current data instrumental in the development of instructional planning utilizing standard office equipment (e.g., computer, printer, scanner, etc.) on a quarterly basis.
- Maintains routine student records (e.g., portfolios, classroom work, classroom file, etc.) to ensure compliance with relevant departmental policies and education codes utilizing standard office equipment as outlined by the assigned classroom teacher or supervisor on a weekly basis.
- Grades objective student examinations (i.e., multiple choice, true/false, fill-in-the-blank) to support student progress and mastery of course curriculum and standards utilizing office/classroom equipment (e.g., calculator, computer, printer, etc.) under the guidance of the assigned classroom teacher or supervisor.
- Operates audio-visual equipment (e.g., television/monitor, computer, interactive white board, etc.) to enhance instruction and/or training of students, in accordance with safety requirements, departmental policies and regulations under the guidance of the assigned classroom teacher or supervisor.
- Confers with teachers and other staff concerning program materials necessary to meet students' needs utilizing training, individualized student data, effective communication skills, professional knowledge, etc., on an ongoing basis.
- Prepares graphic and written teaching materials for teachers to support the adopted curriculum and promote student learning utilizing computer, appropriate software, printers, etc. in accordance with the Departmental Operational Manual (DOM).
- Files and stores materials (e.g., curriculum, student work, student reports, etc.) as directed by the assigned teacher or supervisor to ensure safety, security, and confidentiality utilizing secured resources (e.g. shared digital file, locking cabinet, archive files etc.) in accordance with departmental policies.

- Assists the classroom teacher in classroom management in order to maintain a safe and secure learning environment utilizing written rules, oral direction, and proximity, etc. as required by departmental policies and procedures.
- Maintains order and supervises the conduct of students to ensure a safe and secure learning environment utilizing effective communication, written rules, oral direction, and proximity, etc. as required by departmental policies and procedures.
- Protects and maintains the safety of persons (e.g., staff, inmates/youthful offenders, the public, etc.) and property to ensure a safe and secure learning environment utilizing effective communication, vigilance, and written rules as required by departmental policies and procedures.
- Inspects premises (i.e. work area) for contraband (e.g. weapons, illegal drugs, electronic devices, etc.) to ensure a safe and secure environment utilizing accountability tools (e.g., inspection logs, tool and equipment inventory, etc.) per departmental policy and procedures.
- Controls all classroom materials and equipment which may be used as potential weapons to ensure the safety and security of all persons utilizing visual observation, organizational skills, inventory checklists/logs, etc. on a daily basis.
- Participates as a team member in education program evaluation for the purpose of ensuring the effectiveness of school programs toward accreditation utilizing Professional Learning Communities (PLC), trainings, and workshops, etc. on a continuous basis.
- Participates in educational activities (e.g., graduation ceremonies, committees, literacy programs, etc.) designed for students to support and enhance existing education programs utilizing subject matter expertise, communication skills, interpersonal skills, etc., as needed.
- Assists with maintaining the security of the institution (e.g., alarms, locks, padlocks, keys, etc.) while in the classroom and on institutional grounds to prevent escapes, injury to students, and the destruction of property utilizing personal vigilance, due diligence, laws, rules/regulations on a daily basis.
- Participates as a member of multi-disciplinary team(s) [e.g., Individual Education Plan (IEP)/Individually Tailored Education Plan (ITEP), Inter-Disciplinary Treatment Team (IDTT), etc.] in an effort to fulfill court mandates, specialized treatment requirements, institutional mission, etc., utilizing subject matter expertise, data analysis, observational skills, collaborative skills, etc., as necessary.
- Supervises inmate/youthful offender clerks, tutors, and aides in their identified duties (e.g., distributing classroom supplies/materials, peer mentoring, providing individual support, etc.) utilizing departmental policies, DOM, California Code of Regulations-Title 15 on a continuous basis.
- Attends required training (e.g., legal mandates, teaching techniques, etc.) to remain current on developments in education utilizing department resources, Internet/Intranet resources, outside agencies and organizations, etc. as directed.
- Attends professional development training (e.g., conferences, seminars, workshops, etc.) to enhance knowledge and skills related to assigned duties utilizing departmental and external resources as needed.
- Attends in departmental training [e.g., In-Service Training (IST), staff development, On the Job Training (OJT), etc.] to remain current and compliant with departmental policies, procedures and expected practices as required.
- Instructs students in the use of technologies (e.g., computers, educational software, electronic devices, adaptive devices, etc.) to make subject matter accessible and meaningful utilizing training, communication skills, legal mandates, etc., under the guidance of the assigned classroom teacher or supervisor.
- Supports students in the use of educational materials and resources (e.g. adopted curriculum, supplemental curriculum, etc.) to meet standards-based goals and objectives utilizing appropriate teaching methodologies, (e.g., scaffolding, differentiation, pacing, etc.), accommodations and modifications, as needed.

- Collaborates with the classroom teacher to provide input on student progress to interdisciplinary teams utilizing visual observation, student work product, communication skills, student records, etc., under the direction of the assigned classroom teacher or supervisor.
- Supports the process for developing and implementing the High School Graduation Plan (HSGP) for students in order to promote continued progress toward their stated goal(s) utilizing communication skills, teaching strategies, student records, etc., under the direction of the assigned classroom teacher or supervisor.
- Supports the process for students earning a High School Diploma/GED in their progression toward educational goals and success utilizing communication skills, teaching strategies, rigor and relevance, etc., under the direction of the assigned classroom teacher or supervisor.
- Provides compensatory or continuing educational services for students restricted from attending class (e.g., lockdowns, illnesses, etc.) to provide a continuum in the education process utilizing curriculum resources, student records, communication skills as required by state and federal mandates, departmental policies.
- Communicate effectively with students to promote positive behavior utilizing cultural awareness, interactive teaching methodologies, interpersonal skills, etc. as stipulated by departmental policies.
- Assists the classroom teacher in tracking attendance for enrolled students to maintain accountability utilizing the Strategic Offender Management System (SOMS) or Ward Information Network (WIN) in accordance with departmental policies.
- Address student behavioral issues to promote academic, social, and personal growth through progressive practices (e.g., effective communication, positive behavioral intervention strategies, appropriate documentation and reporting, etc.) under the guidance of the assigned classroom teacher or supervisor.
- Assists students in participating with the rehabilitation process to prepare students for successful socialization and/or reintegration utilizing transition/life skills classes and programs on an ongoing basis.

KNOWLEDGE AND ABILITIES:

Knowledge of: The purposes of the California Department of Corrections and Rehabilitation to maintain a positive, safe and secure learning environment; classroom activities (e.g., tutoring, individual/group presentations, testing, record keeping, etc.) to assist the teacher in the classroom setting; standard office equipment (e.g., computers, telephone, printer, etc.) to effectively complete work assignments; reading (e.g., vocabulary, comprehension, fluency) to assist students in completing their classroom assignments; mathematical computations (e.g., multiplication, division, algebra etc.) to assist students in completing their classroom assignments; grammar and writing structures (e.g., sentence, essay, punctuation) to assist students in completing their classroom assignments; technology (e.g., video projector, television, educational software, etc.) to assist students in accessing their educational program(s); standard professional conduct in order to successfully perform job duties; cultural differences in order to interact with diverse populations..

Ability to: Communicate verbally and in writing at a level necessary to successfully perform duties; Perform basic mathematic computations (e.g., multiplication, division, algebra etc.) to assist students in completing classroom assignments; Give effective directions in a classroom setting to assist the teacher; Maintain accurate student records to ensure compliance with state and federal mandates, departmental policies, and procedures; Write reports to ensure compliance with state and federal mandates, departmental policies, and procedures; Analyze situations and take appropriate action to maintain a safe and secure environment in compliance with departmental policies and procedures; Follow oral/written directions to effectively execute assigned duties; Learn electronic word and data processing systems used for computer based instruction of students to complete assigned duties and record keeping; Communicate (listen and speak) effectively to gain the interest, respect, and cooperation of students to support academic and Career Technical Education (CTE) learning; Read silently and orally at a level necessary to support student success; Promote positive student behavior, social development, and group responsibility to ensure a safe learning environment for students; Adapt and remain resilient in stressful situations; Develop and exercise critical thinking to enhance learning and problem solving; Collaborate and contribute as an active team member to promote a positive working environment.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

INMATE SUPERVISORY RESPONSIBILITIES: The Teaching Assistant is responsible for assisting in the supervision of the conduct of all inmate students assigned to the classroom, gym, or outdoor recreational areas and may assume general custody responsibilities in time of emergency. The Teaching Assistant performs on a daily basis, frequent, unannounced, random checks of inmate areas to identify any security risks and deter sexual misconduct.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to the completion of the twelfth grade.

LANGUAGE SKILLS: Ability to speak and write effectively; communicate effectively at a level necessary for successful performance of the job.

MATHEMATICAL SKILLS: Ability to perform and tutor basic mathematical functions.

REASONING ABILITY: Ability to analyze situations and take effective action.

OTHER SKILLS AND ABILITIES: Ability to provide leadership and motivation to inmates; tutor and supervise these individuals; work effectively with other disciplines; gain the interest, respect and cooperation of students; give effective directions in a classroom; keep records and write reports; follow directions; learn electronic word and data processing systems used for computer instruction of students; develop socially acceptable attitudes in students; maintain regular attendance and be punctual.

SPECIAL PERSONAL CHARACTERISTICS: Understanding of, and willingness to work with students residing in a State correctional facility; maintain an empathetic and objective understanding of the problems of offenders/inmates in custody; patience; willingness to work impartially with students of various cultural backgrounds and students with learning disabilities; willingness to work with English Language Learners (ELL); Willingness to work in conjunction with a variety of job classifications within a correctional facility; willingness to learn and grow within your environment; personal and professional integrity.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments may include shared responsibility for the supervision of inmates and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may include assisting any Academic Teacher, including the Recreation Teacher, and may require ability to demonstrate and facilitate recreational activities.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Frequently - to tutor, demonstrate, photocopy, observe inmates and complete custody functions as necessary.

Walking: Frequently - within the institution and work site to observe and supervise inmates, to move educational materials and equipment, and when assisting in safety or custody concerns.

Sitting: Occasionally - to tutor inmates, prepare educational materials, complete educational records and documentation, attend meetings and off-site conferences, and to operate a computer or typewriter.

Lifting: Occasionally - to handle books, paperwork and educational supplies weighing under a couple of pounds; and to move boxes of books and educational equipment weighing up to 40-60 pounds a couple of times per week.

Carrying: Occasionally - to move about paperwork and books weighing under a couple of pounds, to move boxes of books and educational equipment weighing up to 40 to 60 pounds about 50-60 feet from the storage area to the office a couple of times per week. Dollies may be utilized.

Bending/Stooping: Occasionally - to lean over a seated student, search for contraband, or move educational supplies and equipment.

Reaching in Front of Body: Occasionally - to handle paperwork, operate a computer or typewriter, operate a photocopier, push a dolly, and handle boxes of books and supplies.

Reaching Overhead: Occasionally - to reach items stored on the top shelves in the storage area and to write on whiteboard.

Climbing: Occasionally - to ascend and descend stairs daily to reach some classroom areas and to ascend and descend stairs in facilities to attend meetings and obtain mail.

Balancing: N/A

Pushing/Pulling: Occasionally - to move a dolly loaded with several 40 to 60 pound boxes of books and supplies, open and close desk drawers, and move cabinets aside to check for contraband.

Kneeling/Crouching: Occasionally - to talk with a seated student, search for contraband, or reach items on lower storage shelves.

Crawling: N/A

Fine Finger Dexterity: Frequently - to handle paperwork, write notes or documentation, operate a computer and typewriter, and turn pages.

Hand/Wrist Movement: Constantly - to handle paperwork, books, educational equipment and supplies; write; load and push dollies; operate a computer, typewriter, and photocopier; open and close drawers; and search for contraband.

Hearing/Speech: Constantly - to teach and observe inmates.

Sight: NEAR - Constantly - to see inmates, records, and documents, student files, computer keyboard and monitor, educational equipment and materials. FAR - Constantly - to see the classroom and its inanimate contents, inmates, educational materials and equipment, and visually supervise all nearby inmates.

Smelling/Tasting: Occasionally - individual will smell airborne scents or detect tastes which breach the safety and security of the institution.

Driving Cars/Trucks or Other Moving Equipment: Occasionally - to take a state vehicle to conferences and training and to drive a truck to the warehouse to obtain supplies.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Fumes or Dust: Occasionally - classrooms in industrial buildings, work centers, living units, or enclosed rooms get some fumes from adjacent industrial programs.

Temperature Extremes: Constantly - classrooms are generally between 55 and 95 degrees F.

Outdoor Weather Conditions: Constantly - the individual will be exposed to outdoor weather conditions upon entry or egress from facility, moving materials between facilities, or walking between facilities.

Wet or Humid Conditions: Occasionally - the individual will be exposed to wet or humid conditions due to evaporative coolers, steam leaks, rain, or water leaks.

Architectural Barriers: N/A

Working Surfaces: Frequently - floors are concrete. Worker will enter on asphalt surfaces.

Risks of Electrical Shock: Occasionally - works with risk of electrical shock from computers, computer printers educational equipment or extension cords.

Toxic or Caustic Chemicals: Occasionally - exposed to fumes from toxic or caustic chemicals used for cleaning or painting the facility.

Noise or Vibration: Constantly - the classroom is in a large area with moderate noise levels.

Work in High, Precarious Places: N/A

Blood borne Pathogens: Occasionally - teachers may be exposed to blood borne pathogens by inmates from a population with some incidents of hepatitis and HIV.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: The individual will typically use: computers, computer software, printers, scanners, copiers, laminators, keys and locks, whistles, instructional materials (e.g. books, paper, pencils, markers), whiteboards, interactive whiteboards/smart boards, televisions, digital media players, document cameras, overhead projectors, office equipment, office furniture, CD players, telephones, security alarms, desks, tables, chairs, fire extinguishers, hand carts, and shelving units.

COMMENTS: The individual will work a straight eight (8) hours from 0700 to 1500 hours, Monday through Friday.

One or more inmate workers may be utilized in the performance of the physical demands of the position; however, the employee must be able to meet the physical demands as described because inmate workers are not always available. Due to security requirements, inmates are not permitted to work on the loading area below the dock. Also, inmate workers are not available during the periods of lockdown or times of institutional emergencies.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and by observation of duties as performed.

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