

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM AVENAL STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 026-000-2305-000		MCR / HCR 1
DIVISION / UNIT ADULT DIVISIONS/CORRECTIONAL FACILITY		CLASSIFICATION TITLE SUPERVISOR OF ACADEMIC INSTRUCTION CF		
		WORKING TITLE SUPERVISOR OF ACADEMIC INSTRUCTION CF		
		TIME BASE / TENURE FT/P	CBID S03	WWG SE
LOCATION EDUCATION	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION				
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
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 Under the supervision of the Supervisor of Correctional Educational Programs, this position performs direct supervision to all instructors under his/her supervision. Provides orientation, informal and formal training to ensure the professional and practical development of instructors under his/her supervision.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Provide direct supervision to all instructors under his/her supervision. Provides orientation, informal and formal training to ensure the professional and practical development of instructors under his/her supervision.				
% 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.			
35%	Provide direct supervision to all instructors under his/her supervision. Provides orientation, informal and formal training to ensure the professional and practical development of instructors under his/her supervision.			
20%	Evaluate the performance of all instructors under his/her supervision. Participates in curriculum development/training.			
10%	Participates in curriculum development/training.			
10%	Keep records and prepares reports as needed by the Supervisor of Correctional			

	Education Programs.
5%	Monitors and ensures the integrity of inmate time cards as required by the Work Incentive Program.
5%	Conducts corrective conferences and recommends disciplinary action when warranted.
5%	Reviews and approves the purchase of instructional materials for programs under his/her supervision
5%	Maintains the security of the total work area under his/her supervision. Inspects these premises for safety and good housekeeping.
5%	Attends meetings and In-Service Training classes as needed. 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

- Example: 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

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