

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility (CHCF)		POSITION NUMBER (Agency-Unit-Class-Serial) 190-231-2290-XXX		MCR / HCR
DIVISION / UNIT Education Stockton		CLASSIFICATION TITLE Teacher (High School Gen Ed) CF		
		WORKING TITLE Teacher (HS) CF		
		TIME BASE / TENURE	CBID R03	WWG SE
LOCATION		INCUMBENT		EFFECTIVE DATE

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

Under the general supervision of the Supervisor of Academic Instruction and indirect supervision of the Supervisor of Correctional Education Programs (SCEP), Incumbent help persons committed to State correctional facilities 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 teacher gives individual and group instruction, conduct assessment and testing, and participate as members of an interdisciplinary treatment team. The teacher has 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. Is required to maintain a valid teaching credential recognized by the CA Commission on Teacher Credentialing.

GENERAL STATEMENT

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

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.

% 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.**

ESSENTIAL FUNCTIONS

- 35% Prepare courses of study and daily lesson plans. Plan, assign and supervise work given. Instruct students based on adopted curriculum standards for each course. Maintain and evaluate records of students' performance. Counsel students in their progress in the instructional program. Work with students to help set and meet educational needs and goals in the pursuit of a high school diploma or equivalent. Use the textbooks adopted by the Office of Correctional Education (OCE) for a majority of instruction and teach subjects prescribed by state and local regulations.
- 30% Instruct pupils in citizenship, basic communication skills, the use of educational technology, and other general elements of the course of study specified in the state law, administrative regulations and procedures of the school district. Prevent escapes and injury by students to themselves, others or property. Inspect premises and search students for contraband, weapons or illegal drugs.
- 25% Collaborate with peers to develop learning plans and assessments in order to motivate and support students and best utilize the available time for instruction. Administer, verify, and document test results to ensure that students reading and math scores are accurate and available. Complete documentation of all educational programs paperwork.

5%	Maintain control and discipline in the classroom. Initiate any disciplinary paperwork needed when students do not follow classroom rules and regulations.
5%	Attend in/out service training as required and perform other job related duties as necessary. Relieve teachers in specialties other than those for which they were hired.

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
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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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 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility (CHCF)		POSITION NUMBER (Agency-Unit-Class-Serial) 190-231-2287-XXX		MCR / HCR
DIVISION / UNIT Education Stockton	CLASSIFICATION TITLE Teacher Elementary-Multiple Subjects CF			
	WORKING TITLE Teacher CF			
	TIME BASE / TENURE	CBID R03	WWG SE	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION	INCUMBENT		EFFECTIVE DATE	

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Under the general supervision of the Supervisor of Academic Instruction and indirect supervision of the Supervisor of Correctional Education Programs (SCEP), Incumbent helps persons committed to State correctional facilities prepare to become productive and contributing members of society by teaching them academic skills in literacy and numeracy and by helping them to develop socially acceptable attitudes and interests. The teacher gives individual and group instruction, conducts informal assessment and secured testing, and participates as a member of an interdisciplinary treatment team. The teacher has 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. Is required to maintain a valid teaching credential recognized by the CA Commission on Teacher Credentialing.

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- 30% Instruct pupils in citizenship, basic communication skills, the use of educational technology, and other general elements of the course of study specified in the state law, administrative regulations, and OCE procedures. Prevent escapes and injury by students to themselves, others, or property. Record daily attendance in the official student database.
- 25% Collaborate with peers to develop learning plans and assessments in order to motivate and support students and best utilize the available time for instruction. Administer, verify, and document test results to ensure that students reading and math scores are accurate and available. Complete documentation of all educational programs paperwork.

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|----|---|
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