

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM North Kern State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 182-231-2426-XXX		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions/Education		CLASSIFICATION TITLE Vocational Instructor – Electrical Work, C.F.			
		WORKING TITLE Vocational Instructor – Electrical Work, C.F.			
		TIME BASE / TENURE PERM/LT/FT	CBID R03	WWG SE	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		WORK DAYS: BASED ON THE 220 DAY ACADEMIC CALENDAR		RDO's: SAT/SUN/HOL	
		WORK HOURS: 0700-1500			
LOCATION Delano, CA		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					
Under the general supervision of the Principal and the direct supervision of the Supervisor of Vocational Instruction (SVI), the Vocational Instructor Electrical Works, implements the California Department of Corrections (CDCR) learning goals and objectives through the Office of Correctional Education approved curriculum and in accordance with education, credentialing, and the rules and regulations that have been established by the specific trade certifying agency(s). Based on the incarcerated students' learning needs and applicable assessment results the instructor develops lesson plans, assigns and reviews class and shop work and provides a course of study based on the specific authorized vocational program curricula. The vocational instructor provides professional and technical instruction to a diverse population of incarcerated students, including students who are advanced, remedial or disabled. The professional and technical instruction involves demonstration of skills required in the trade and lessons on principles, practices, methods, processes and terminology.					
GENERAL STATEMENT					
The instructor ensures the students are actively engaged in the learning process and are progressing through the course according to the curriculum and established pacing matrix. The instructor will provide remedial assistance when needed, and will document their efforts in cases where inmates are not progressing according to the pacing matrix. The instructor administers appropriate written and performance tests and evaluates achievements of inmates in technical knowledge and trade skills as applicable to the student's specific assignment. The instructor maintains a clean and well-organized classroom/shop including all associated storage areas. The instructor maintains and preserves the safety and security of the institution and the immediate classroom/shop and surrounding areas, as well as provides for the administration, storage, control and issuance of all tools, materials, and supplies within the vocational classroom and shop in a manner that maintains safety and security.					
% 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.			
65%		<p>DUTIES:</p> <p>Directly supervises the inmate workers and the students assigned to the vocational program. Plans, assigns, and evaluates the work of all inmates assigned to the vocational program. Provides professional and technical instruction involving the demonstration of skills required in the trade and lessons on principles, practices, methods, processes and terminology during the regular school schedule, modified programs and if necessary,</p>			

during lockdowns. Develops lesson plans directly aligned to the OCE approved curriculum, textbooks, and industry standards. Organizes and effectively communicates class/course objectives, standards, and the requirements for successful achievement, e.g., syllabi, tests, specific tasks to students. Prepares students to attain the OCE approved industry specific certifications and provides instruction of the OCE approved coursework in literacy for those students who fall within guidelines of PC 2053.1. Ensures the students are actively engaged in the learning process and are progressing through the course according to the curriculum and established pacing matrix. Administers appropriate tests and evaluates achievements of inmates in technical knowledge and trade skills as applicable to the student's specific assignment and curricula. Appropriately ensures security of all tests. Operates basic office equipment and performs routine typing and basic computer operations in order to accurately track, maintain, and submit all required documentation logically associated with the vocational programs to include, but not limited to: inmate attendance, disciplinary, assessment, safety, and industry and curricula and milestone achievements, as directed and within the established reporting time periods.

15%

Maintains institutional security by properly following escape prevention policies and procedures. Maintains classroom and shop discipline, provides a safe classroom and shop learning environment, prevents injury to self and inmates. Administers, stores, controls and issues all tools within the vocational classroom and shop in a manner that maintains safety and security of the institution and the specific vocational classroom and shop. Maintains a clean, well-organized classroom/shop and associated storage areas. Appropriately wears a personal alarm device and adheres to other CDCR sanctioned security requirements. Understands, follows and teaches the mandated safety requirements, hazardous-material (SB198) requirements, rules and regulations per California Code of Regulation Title 15, established local policies and procedures, and applicable laws governing the specific vocational program. Adheres to given budget and appropriately orders programs supplies, tools and equipment which directly relate to the curriculum and industry standards. Ensure that all purchasing documents are thoroughly completed and timely submitted during the purchasing phase. Follows appropriate institutional requirements for purchasing. Upon arrival of tools and supplies, appropriately logs, scribes, and store items in a timely manner.

15%

Reports to the direct supervisor and clearly communicates information both verbally and in writing regarding program issues. Performs the instructional duties with a professional and cooperative work ethic and maintains an effective working relationship with department personnel and students. Accurately prepares Education Monthly Report and Monthly Accomplish Report data and submits the information to the direct supervisors as required within the established time frames. Required documentation includes, but is not limited to: Permanent Class Record (CDC-151) Student Progress Reports (128-E), student disciplinary reports (CDC-115, CDC-128-A, and CDC-128-B), Work Supervisors Report (CDC-101), Inmate Work Supervisor's Time Log (CDC-1697), Vocational Training Evaluation Report (CDC-153), Record of Educational Achievement (CDC-154) Milestone Credit Earning (CDC-128-B), and all appropriate and specific industry certification documents. Appropriately complete, maintain and appropriately update all student records. The instructor purchases supplies, materials and equipment in accordance with policies and procedures.

5%

Attends required educational staff meetings to obtain knowledge of the CDCR, institutional, and OCE mission and goals. Actively participates in committee meetings such as preparation for the Department compliance Review and Audit Committee visitation, Western Association of Schools and Colleges (WASC) groups, Site Literacy Council, Inmate Advisory and Curriculum meetings, Industry meetings, etc. Evaluates and orders approved textbooks, curriculum materials and equipment in accordance with policy and procedures. Possesses and maintains all required credentials, licensures, and training as required by CDCR/OCE. The instructor stays current with the trends, processes, innovations and technology advancements of the applicable trade. Maintains required In-Service-Training (IST) hours by attending scheduled IST and on-the-job training classes including, but not limited to, all mandatory classes and the annual block training.

SEXUAL HARASSMENT POLICY:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial: _____

CODE OF CONDUCT:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

INCOMPATIBLE ACTIVITIES:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage activities for profit using State facilities, materials or time.

Initial: _____

NEPOTISM /FRATERNIZATION POLICY:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25.

Initial: _____

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