



State of California  
 Department of Corrections and Rehabilitation California  
 State Prison – Solano  
 Division of Level II Operations

### Duty Statement

<b>Incumbent:</b>	<b>Location:</b> Level III - Education
<b>Position Title:</b> Vocational Instructor- Refrigeration and Air Conditioning Repair – Correctional Facility	<b>Classification:</b> Vocational Instructor- Refrigeration and Air Conditioning Repair – Correctional Facility (HVAC)
<b>Position Number:</b> 674-232-2668-001 <b>Work Hours:</b> Varies; <b>RDO's:</b> F/S/S/H	<b>Supervised By:</b> Supervisor of Vocational Instruction

General Description: Under supervision of the Supervisor of Vocational Instruction, the Vocational Instructor HVAC 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). The Vocational Instructor HVAC trains inmates in trade, vocational skills, and demonstrates character necessary to gain employment and develop socially acceptable attitudes and interests.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING (other duties may be assigned):**

Percentage Duties

- 40% Teaches and directs classroom instruction in the HVAC job setting. Specific course objectives; Residential and Commercial Heating, Ventilation, Air Conditioning, and Refrigeration new installation, remodel, repair, and metal fabrication for HVAC. Shop and Field (Job Site) Safety; Materials, Woods, Metals, Finishes; Layout and installation of Residential and Commercial Applications; Understanding sub-Trades and HVAC Codes and Practices; Electrical Systems, Refrigeration, and Heating Theory; Use of Hand and Power Tools to perform at construction job sites, basic math and reading skills, how to problem solve; life skills to enable students to acquire and keep employment; job searches and involvement with local unions of desired; how to read and interpret blueprints; make estimates for labor and materials, and how to adjust for unforeseen circumstances; business management; and job preparation. Manipulative and related classroom training is divided 80% vocational - 20% academic. Safety instruction will be emphasized in both related and manipulative training. Instructor to lectures whole and small group a minimum of four hours per week.
- 15% Prepares paperwork and instructional material to properly maintain classroom operations. This will include, but not limited to: CDC191 (Inmate Timecard), CDC151 (Record Student of Attendance), CDC 101 (Work Supervisor's Evaluation), CDC1697 (inmate Work Supervisor's Time Log), CDC 128-A (Counseling Chrono), CDC 128-B (Informative Chrono), CDC 128-E (Student Progress Report), CDC Inmate Disciplinary Report; prepares lesson plans, assists in updating curriculum, and prepares testing and examination materials. Maintain up-to-date student Portfolios.
- 15% Instructor plans and prepares educational materials for classroom and shop. Check student worksheets, administer grades, and record quizzes/tests related to the curriculum. Supervise inmate workers in their assigned tasks and special projects. Monitors student work on CTE-ME computers using NCCERConnect and other applications.

- 15% Performs tool control and inventory in the shop/class area in compliance with the Department Operation Manual (DOM). Issue tools to inmate students and workers in exchange for a numbered key tag (chit) on a one-to-one basis. Inventory tools and key tags. Document all missing tools and key tags. Properly dispose of damaged tools and key tags. Maintains control and discipline in the shop/classroom. Responsible for supervising inmate conduct, taking appropriate corrective action when established procedures are not followed. Responsible for controlling contraband in the area and observing to prevent escapes or injury.
- 5% Conducts student interviews and counseling sessions which help direct inmate students into programs and/or adjust attitudes which will better help prepare them for release or functions in the institution. Counsels inmate students regarding progress and performance.
- 5% Attends staff meetings when scheduled, with authorization attends workshops and seminars designed to maintain current trends and techniques in the teaching field, maintains required In-Service Training (IST) hours by attending scheduled IST and On the Job Training classes including, but is not limited to, all annual block training. Maintains an active Trade Advisory Committee or joint Apprenticeship Advisory Committee. Attends and contributes to school Professional Learning Communities.
- 5% Performs searches, which includes, but is not limited to, area searches (classroom, office, computers, etc.), clothed body searches of inmates when directed, yard/housing searches in emergencies and may include escorting of inmates during institutional lockdowns. Staff is expected to follow the chain of command.

*I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your supervisor. If you are unsure whether you require reasonable accommodation, inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have discussed the duties with and provided a copy of this duty statement to the employee named above.*

Supervisor Name (print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_