

## **CDCR, DIVISION OF JUVENILE JUSTICE**

### **DUTY STATEMENT AND PERFORMANCE STANDARDS**

**Substitute Teacher - TAU  
Intermittent Teacher  
Retired Annuitant Teacher**

#### **Duty Statement:**

Under the direct supervision of the Principal or Assistant Principal, the substitute teacher will provide education services according to federal and state statutes and regulations, the current California model curriculum standards and state frameworks, the Division of Juvenile Justice, Education Services Branch and institution policies and procedures, and the local Education Site Plan. It is the responsibility of the teacher to maintain valid teaching credentials; to provide a safe learning and working environment; to provide instruction that encourages a crime-free lifestyle and supports the protection of society; to exercise cultural sensitivity in working with a diverse population; to uphold professional ethics in conduct, appearance and relationships; and to maintain performance standards for professional practice.

#### **45% I. Direct Responsibility for Student Learning**

Implement instructional plans. Facilitate student-centered learning. Promote higher-order thinking skills. Engage students in value-based character education emphasizing curriculum leading to a crime-free lifestyle. Create a safe learning environment. Demonstrate cultural competence. Establish a culture for lifelong learning. Employ classroom performance assessment methods. Accommodate individual student learning needs. Manage classroom procedures. Manage student behavior.

#### **25% II. Instructional Preparation for Student Learning**

Demonstrate knowledge of content and pedagogy for instructional implementation. Demonstrate knowledge of student learning styles for instructional implementation. Demonstrate knowledge of resources. Follow lesson plans and substitute guidance materials to provide instruction according to the needs of each student. Organize the working environment to support effective education activities. Provide student feedback.

**15% III. Collaboration and Guidance for Student Learning**

Encourage socially appropriate behavior and teamwork among students. Assist students in developing, monitoring and assessing education/career goals and learning plans. Communicate professionally with all staff. Contribute toward student transition efforts. Participate in staff meetings and student conferences as required. Support students with special needs. Provide student guidance and direction. Network with the Mentor Teacher and staff to ensure a safe environment in the classroom.

**15% IV. Professional Responsibilities**

Supervise students to ensure a safe and effective operation of education and related programs. Maintain accurate attendance records. Evaluate student performance. Document student progress and achievement. Report student information. Participate in training and professional growth activities as required. Contribute to the programs of the school, the correctional education authority, the Education Services Branch, and the Division of Juvenile Justice. Follow all safety rules and practices. Perform other related activities as required.

This duty statement including the performance standards and identified activities has been reviewed by the undersigned.

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Employee's signature/Date

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Principal's signature/Date