

DUTY STATEMENT/JOB DESCRIPTION
ACADEMIC TEACHER, CORRECTIONAL FACILITY
(2287 or 2290 Classification)
GENERAL EDUCATION

NAME:	POSITION TITLE: Academic Teacher
POSITION NUMBER:	WORK LOCATION: Education Department
DIRECT SUPERVISOR:	SCHEDULED HOURS: 0730 to 1530 – Monday through Friday

GENERAL DUTY STATEMENT:

Under the general supervision of the Principal and the direct supervision of the Supervisor of Academic Instruction (SAI), the Academic Teacher, CF (teacher) implements the California Department of Education (CDE) Adult School learning goals and objectives. Based on the incarcerated students' learning needs, assessment results from the Test of Adult Basic Education (TABE), the Comprehensive Adult Student Assessment System (CASAS), and other educational assessment tools and documents, the teacher will develop lesson plans, assign coursework and provide a course of study based on the specific academic program. The teacher will provide services using several delivery methods (based on individual student needs) such as one-on-one, and/or small group instruction, and/or large group instruction on a pull-out basis. The teacher is required to maintain direct student contact related to the necessary amount of time based on student learning needs and group activities. The teacher will provide guidance to paraprofessional Teaching Assistants (TAs), Inmate Student Aides, Inmate Clerks and Inmate Tutors. The teacher will be fully aware of the institutional mission and services. The teacher will maintain personal safety by wearing a Personal Alarm Device or by other department sanctioned means.

Specific Duties:

- 50% Determines the educational needs of inmates using various student assessment tools, e.g., TABE, CASAS, and other educational assessment tools and documents. Plans and provides instruction using the Office of Correctional Education (OCE) adopted curriculum and approved materials in basic reading, writing, and math for Adult Basic Education, General Education Development (GED) and other OCE approved programs during the regular school schedule, modified programs and lockdowns. Utilizes the OCE mandated and CDE adopted curriculum and textbook materials appropriate for each student. Ensures accurate completion of required student documentation in a timely manner. The required documentation includes, but is not limited to the Student Activity Log, Strategic Offender Management System (SOMS) and the student class file. Provides additional resources and materials aligned to student class work and homework, as well as equipment, media and supplies as needed to ensure student success and progress. Monitors and tracks student daily attendance, class work, and homework collection and completion.
- 25% Gives instruction to TAs and other education staff, inmate workers and students. Guides TAs in the following: proctoring assessments for students; tutoring of daily student lessons; collaboration regarding student academic progress; and, the collection and correction of homework. Meets with TAs on a daily basis to discuss the facilitation and remedial tutoring for assigned, enrolled or voluntary students. Guides and assists the TA in the progressive disciplinary process. Ensures TAs properly maintain student documentation. Provides direction

- to Inmate Student Aides, Inmate Clerks and Inmate Tutors. Coordinates with the TA, Office Technician or Office Assistant to process educational transcript requests, High School Diplomas, GED certificates and other examination records. Performs follow-up on any missing documentation.
- 15% Reports to the direct supervisor and clearly communicates information verbally, electronically, and/or 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 update SOMS daily by completing all required documentations which includes, but is not limited to: Education Progress Reports, generating Rules Violation Reports (RVR), Inmate Work Supervisors Report, Inmate Work Supervisor's Time Log, Milestone Credit Earning, etc., and all appropriate and specific academic certification documents. Attends required educational faculty meetings. Communicates with educational and custody staff regarding program issues.
- 5% Participates in committee meetings such as preparation for the Department Compliance Review and Audit Committee visitation, Western Association of Schools and Colleges (WASC) focus groups, Site Literacy Council, Inmate Advisory and Curriculum meetings. Evaluates and orders CDE adopted curriculum materials and equipment. Participates in workshops, conferences, seminars, and staff meetings to stay current with evidence-based educational practices. Maintains current knowledge of instructional and assessment strategies, technology and testing techniques.
- 5% Maintains classroom discipline, provides a safe learning environment, prevents escape and injury, and other duties as required.

DESCRIPTION OF JOB ASSIGNMENT

- A. **Instruction** - using a variety of teaching styles provide overall direction for inmate activities in the academic field.
- B. **Custody** - maintain discipline and safety, attendance records, and institutional disciplinary procedures; control materials, supplies and equipment; conduct routine searches; maintain classroom inventory; maintain neat and well organized learning environment.
- C. **Recordkeeping** - maintain education and institutional disciplinary records; maintain system for materials and supplies; provide reports as requested. Maintain accurate records of completion. Provide certificates of completion.
- D. **Curriculum** - implement curriculum; prioritize needs for individual students; order appropriate materials for the trade program.
- E. **Self-development and training** - attend staff meetings and in-service training as required; learn and understand departmental, institutional, and educational procedures and methods; be responsible for knowledge of educational subjects and adult teaching methods; attend conferences, workshops, and educational courses.

GENERAL INFORMATION

Follow Department Operations Manual Supplement 52020.8.1 Inmate Accountability Procedure

EMERGENCY/SAFETY/EDUCATION DEPARTMENT PROCEDURE

- A. **Personal Alarm Device (PAD):** Retrieve it at the beginning of your shift and return it at the end of your shift. You must wear a PAD and have a whistle in your possession at all times.
- B. Keep alert for any fire or safety hazards; do maintenance work order request as needed.

- C. An evacuation plan is posted in your classroom. Be familiar with and conduct evacuation drills as scheduled. Bring student identification cards to evacuation area and conduct roll.
- D. Familiarize yourself with Education Department Procedures, the Department Operations Manual (DOM), regarding Tool Accountability and the Title 15. Update SOMS, inspect key/lock/security device and complete Daily Education Security Audit Sheet **daily**.
- E. Maintain discipline and safety, record attendance and institutional disciplinary procedures; teach to the curriculum, control materials, supplies and equipment; conduct routine searches; maintain classroom inventory; maintain a neat and well organized learning environment.
- F. Control inmate movement to restroom (one bathroom pass per inmate at a time).
- G. Utilize the “Request to be Absent” form for non-emergency absences. Your supervisor requires five working days advance notice on non-emergency requests, all others requests will be reviewed on a case by case basis.

DAILY SCHEDULE

- 0730** Sign-in, arrive at your office, and conduct classroom security check.
- 0745** Prepare for student arrival at your class.
- 0800-1100** Conduct classroom activities and instructions.
- 1100** Dismiss inmates.
- 1100-1200** Preparation time and *30 minute working lunch*.
- 1200** Students start arriving in class.
- 1200-1500** Conduct classroom activities and instructions.
- 1500-1530** Dismiss students and conduct classroom security check.
- 1530** Sign out and depart the institution.

I have read and understand the contents and expectations of the Duty Statement/Job Description for the Academic Teacher (CF) classification. I have asked my supervisor to clarify all areas that was uncertain with either the meaning or requirement. As a condition of employment in this classification, I agree to fulfill the above functions

Employee’s Signature

Date

Supervisor’s Signature

Date