

**RICHARD J. DONOVAN CORRECTIONAL FACILITY (RJDCF)**

**DUTY STATEMENT**

<b>Section</b>	<b>Correctional Administrator, Business Services</b>
<b>Unit</b>	<b>Education Department</b>
<b>Position Number</b>	<b>030-232-2849-001</b>
<b>Classification</b>	<b>Vocational Instructor – Computer Literacy</b>
<b>Revised Date</b>	<b>09/21/2022</b>

HOURS: 0700 - 1500

RDOS: Saturday, Sunday

Under the general direction of the Supervisor of Correctional Education, the Vocational Instructor Computer Literacy, implements the California Department of Corrections (CDCR) learning goals and objectives through the Office of Correctional Education (OCE) 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. The instructor ensures the students are actively engaged in the learning process and are progressing through the course according to the curriculum and parameters of the 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 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, inventory, control and issuance of all tools, materials, and supplies within the vocational classroom and shop in a manner that maintains safety and security.

The instructor has the ability to climb, reach, bend, stoop, kneel, sit and stand for long periods of time; walk; lift, push, or pull up to 25 pounds. The instructor possesses the knowledge, skills, and ability to commission and decommission the trade specific shop and classroom inclusive of equipment, materials, and supplies. The instructor displays and utilizes integrity, initiative, dependability, and good judgment.

**SPECIFIC RESPONSIBILITIES:**

65%. 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, 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 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, inventories, 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.

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 Accomplishment 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 and CDC-128-A), Work Supervisors Report (CDC-101), Inmate Work Supervisor's Time Log (CDC-1697), 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.

05% 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, 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.

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Employee's Signature

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Employee's Printed Name

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Date

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Supervisor's Signature

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Supervisor's Printed Name

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Date