

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-231-2290-XXX		MCR / HCR 1
DIVISION / UNIT Programs / Education		CLASSIFICATION TITLE Academic Teacher, CF		
		WORKING TITLE Teacher, CF		
		TIME BASE / TENURE PERM/FT	CBID R03	WWG SE
LOCATION 300 Prison Road, Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

GENERAL 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 for adult learners following the College and Career Readiness Standards. Based on the incarcerated students' learning needs, assessment results from the Comprehensive Adult Student Assessment System (CASAS), the Test of Adult Basic Education (TABE), 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 and will use adopted curriculum, textbooks, and supplemental materials. The teacher will provide instruction using research based instructional strategies and other appropriate delivery methods (based on individual student needs) such as explicit direct instruction, one-on-one, 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. All efforts should be made to maximize instructional time so that teaching and learning takes place from the beginning to the end of the class.

The teacher will maintain all student records in the Strategic Offender Management System (SOMS) in accordance with department policy. The teacher will participate in Professional Learning Communities (PLC), Western Association of Schools and Colleges (WASC) meetings, and required professional development activities. The teacher will provide guidance to paraprofessional teaching assistants (TAs), incarcerated person student aides, incarcerated person clerks and incarcerated person 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.

% 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.
30%	<p>Determines the educational needs of incarcerated persons 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, textbooks, and supplemental materials in basic reading, writing, and math for Adult Basic Education, High School Diploma 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. Provides instructions using adopted instructional strategies and other appropriate delivery methods (based on individual student needs) such as explicit direct instruction, one-on-one, and/or small group instruction, and/or large group instruction on a pull-out basis. 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.</p>
25%	<p>Ensures accurate completion of required student documentation in SOMS in a timely manner. Monitors and tracks student daily attendance, class work, and homework collection and completion. Recommends Milestone Completion Credits (MCC) and Education Merit Credits (EMC) when appropriate in accordance with policy. Tracks student attendance, curriculum progress, and document MCCs and EMCs for students in SOMS in accordance with policy.</p>
15%	<p>Gives instruction to TAs and other education staff, incarcerated person 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 Incarcerated person Student Aides, Incarcerated person Clerks and Incarcerated person 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.</p>
10%	<p>Establishes positive relationships with incarcerated persons and institutional staff. Orders, controls, and coordinates the use of supplies, materials, textbooks and equipment when necessary. Remains current with new developments in reading acquisition and contemporary adult literacy teaching techniques. Reports to and communicates with the SAI to provide the status of classroom activities and whenever program support is required. Communicates with educational and custody staff regarding program issues.</p>
10%	<p>Participates in committee meetings such as PLCs, WASC focus groups, Site Literacy Council, Incarcerated person Advisory and Curriculum meetings. Participates in workshops, required 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.</p>
5%	<p>Maintains classroom discipline, provides a safe learning environment, prevents escape and injury, and other duties as required.</p>
5%	<p>Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.</p>

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- 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 timeline 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
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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
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