

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☒ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center	POSITION NUMBER (Agency-Unit-Class-Serial) 099-231-2295-VAR	MCR / HCR 1	
DIVISION / UNIT Programs/Education	CLASSIFICATION TITLE Teacher, High School - Physical Education, Correctional Facility (CF) Recreation and Physical Education Programs		
	WORKING TITLE PE Teacher - CF		
	TIME BASE / TENURE PFT	CBID R03	WWG SE
LOCATION Jamestown, California	INCUMBENT		EFFECTIVE DATE 5/18/2026
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			
The primary mission of Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of incarcerated people in the Conservation Camp Program. SCC administers 27 camps which are located statewide throughout California. The Office of Correctional Education provides education to incarcerated students enrolled in educational programming throughout the state of California's adult institutions.			

GENERAL STATEMENT	
Under the general supervision of the Supervisor of Correctional Education Program (SCEP) and the direct supervision of the Supervisor of Academic Instruction (SAI), the Physical Education Teacher (coach) shall work closely with institution staff and inmates in developing and implementing a recreation program to meet institutional and inmate needs and in evaluating the program's effectiveness. This position provides planning, organization, and supervision of the Recreation/Physical Education Program of the Institution. The teacher shall develop a course outline for the program, including specific recreational activities that the inmates may engage in on a monthly basis. The major portion of the teacher's time shall be devoted to individual and group instruction of inmates. This instruction shall cover a wide variety of recreational rules and regulations. The teacher shall give instruction to small and large groups while supervising inmate activities in the gymnasium or in the outdoor recreational area. The teacher will establish realistic goals/activities based on inmate needs/interests using inmate input. The goal is self-directed learning of the inmate. The teacher's tasks include planning, assigning, and supervising work; maintaining control and discipline; controlling all material and equipment; preparing instruction; participating in program evaluations; preventing escapes and injury by inmates to themselves or others or to property; inspecting premises and searching students for contraband; conduct fitness testing; and performing such ancillary duties as required.	
% 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.
35%	Provides planning and direction of the Recreation/Physical Education Program. Works with Inmate Advisory Committees (IAC) to schedule inmate sports activities, events, and movies. This includes baseball, basketball, soccer, table games, card games, domino games, circuit course, etc. Coordinates closed circuit TV programs and the Media Center including weekly movies, conduct fitness training and testing at Physical Fitness Training (PFT) designated sites for Fire Camp Preparation and as necessary.
30%	Provide supervision of all games, tournament events, intramural programs, and instruction of inmates either in person or through recreation staff and/or line officers. Develop a yearly recreation activity program, as well as a monthly program. Review and evaluate program to insure the best overall program for the general population.
20%	Maintains and controls recreation equipment and supplies. Submits supply and/or equipment orders as needed including SB542 budget and Inmate Welfare Fund (IWF) budget requirements. Ensures that equipment is used in a safe and secure manner.
10%	Participate in meetings, training sessions and programs of the education department as well as the institution. Evaluate own need for professional development and growth and seek opportunities to meet those needs. Attend conferences and workshops as directed. Maintain professional competence through participation in required in-service training activities, prevents escape and injury, and other duties as required.
5%	Keeps accurate records and prepares reports regarding the Recreation/Physical Education Program.
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 incarcerated people, visitors, non-employees, 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE