

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM OCE		POSITION NUMBER (Agency-Unit-Class-Serial)		MCR / HCR	
DIVISION / UNIT DIVISION OF REHABILITATIVE PROGRAMS OFFICE OF CORRECTIONAL EDUCATION		CLASSIFICATION TITLE Teacher, High School - Physical Education, Correctional Facility (CF) Recreation and Physical Education Programs			
		WORKING TITLE PE Teacher - CF			
		TIME BASE / TENURE FT/PERM	CBID	WWG	COI Yes ☐ No ☐
LOCATION		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION					
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
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 Principal and the direct supervision of the Supervisor of Academic Instruction (SAI), the Physical Education Teacher 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.			
		ESSENTIAL FUNCTIONS			
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 testing 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. 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. MARGINAL FUNCTIONS	
5%	Keeps accurate records and prepares reports regarding the Recreation/Physical Education Program. The LT will perform other duties as assigned.	
SPECIAL REQUIREMENTS		
CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.		
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