

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Ironwood State Prison	POSITION NUMBER (Agency-Unit-Class-Serial) 444-231-2295-001	MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions / Facility Operations	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 R03	WWG 2
LOCATION Blythe, California	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION			
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.			
CALIFORNIA MODEL			
The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for all staff, as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into the community.			
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION			
The CDCR and the CCHCS are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.			
DIVISION OVERVIEW			
Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all 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 incarcerated persons in developing and implementing a recreation program to meet institutional and incarcerated person 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 incarcerated persons may engage in on a monthly basis. The major portion of the teacher's time shall be devoted to individual and group instruction of incarcerated persons. This instruction shall cover a wide variety of recreational rules and regulations. The teacher shall give instruction to small and large groups while supervising incarcerated person activities in the gymnasium or in the outdoor recreational area. The teacher will establish realistic goals/activities based on incarcerated person needs/interests using incarcerated person input. The goal is self-directed learning of the incarcerated person. 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 incarcerated persons 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 Incarcerated person Advisory Committees (IAC) to schedule incarcerated person 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 incarcerated persons 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 ensure the best overall program for the general population.
20%	Maintains and controls recreation equipment and supplies. Submits supply and/or equipment orders as needed. Ensure that equipment is used in a safe and secure manner. Keeps accurate records and prepares reports regarding the Recreation/Physical Education Program.
10%	Participate in meetings, training sessions and programs of the education department as well as the institution. Evaluate your 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%	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 time sheets by the due date.
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 a 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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