

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-232-2370-001		MCR / HCR 1	
DIVISION / UNIT Correctional Administrator (DOC) - Education Department		CLASSIFICATION TITLE Supervisor of Vocational Instruction (SVI)			
		WORKING TITLE Vice-Principal, Vocational Programs			
		TIME BASE / TENURE	CBID	WWG	COI
			R03	SE	Yes ☐ No ☒
LOCATION -- 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2025	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
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.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under direction in a State correctional facility in the Department of Corrections or Department of the Youth Authority, to plan, organize and supervise vocational instruction at the facility; to maintain order and supervise the conduct of incarcerated individuals, wards, residents, or patients; to protect and maintain the safety of persons and property; and to do other related work. Positions in this class supervise all or a portion of the vocational education program of a correctional school or institution under the direction of the next higher class Supervisor of Correctional Education Programs.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Supervisor of Correctional Education Programs (SCEP), and in coordination with the career technical education leadership team the Supervisor of Vocational Instruction (SVI) will be responsible for the initiation and evaluation of career-vocational education programs, interpret educational policy, and develop well-informed policy recommendations. The SVI has the responsibility of coordinating, promoting, planning, administering, and evaluating new and existing statewide career technical education programs. The incumbent will be required to demonstrate skills and experience with regard to independent program development, research, curriculum development, occupational testing, and career-vocational education program development, including, but not limited to, designing staff training models, and providing expert opinion regarding career-vocational education program viability, efficacy, and economy. The incumbent will be responsible as part of the career technical education leadership team for planning, developing, promoting, organizing, and directing the subject-matter programs statewide, as well as general career-vocational programs. The SVI will be utilize team strategies, that are productive to the mission of the CDCR and the Office of Correctional Education in the promotion and development of new and emerging career-vocational education programs, services, and activities; statewide program planning and development; research, coordination, and dissemination of public information. The SVI will be instrumental in maintaining liaison with representatives of business, organized labor, industry, and stakeholders; and coordinating programs and activities between internal and external education agencies and departments. Travel extensively statewide. Duties include but are not limited to the following:					

030-232-2370-001

% 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.
40%	The SVI will assist the career education leadership team and the SCEP in the planning, development, promotion, organization, and direction the subject-matter programs statewide, as well as general career-vocational programs. Promote and develop new and emerging career-vocational education programs. Monitor, analyze and assess statewide program and development; provide data research coordinate the dissemination of public information. Function as a liaison with representatives of business, organized labor, industry, and stakeholders; and coordinate programs and activities between internal and external education agencies and departments. Coordinate the development of new and emerging statewide career-vocational education programs.
30%	Apply strategies to promote student success from vocational assessment to community re-entry. Make recommendations regarding vocational program viability after assessment of existing and proposed vocational programs with post-incarceration transition strategies included in the model. Ensure the protocols for institutional security and individual safety are practiced and considered all the time. Consider employment opportunities for incarcerated individuals obtaining vocational education instruction and certification within the CDCR institutional classrooms. Assess student's ability to transfer the knowledge, achievements, and certifications gained in the institutional schools to public and private schools once they return to the community. Assist with the development of guidelines for career-vocational education program course length and establish standardized measures of achievement and progression of the students. Ensure the compatibility of institutional career-vocational education programs with industry standards to facilitate transition from the institutional programs to private and public vocational and trade schools. Promote new and existing programs that are job market driven, industry appropriate, and community focused.
20%	Analyze and prepare accurate statistical reports for vocational programs statewide. Develop schedules of equipment, tool, and supply replacement, maintenance, and repair for all vocational programs, including inventory, disposal, and major acquisition procedures, policies, and monitoring.
10%	Participate in various interdisciplinary, interagency, interdepartmental team projects, representing the CDCR and the OCE, as deemed appropriate by the SCEP. Actively promote the goals and strategies of the Department, career-vocational education programs, and student success.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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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