

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Men's Colony		POSITION NUMBER (Agency-Unit-Class-Serial) 056-231-2303-001		MCR / HCR 1	
DIVISION / UNIT ADMINISTRATION/DIVISION OF REHABILITATIVE PROGRAMS/ OFFICE OF CORRECTIONAL EDUCATION		CLASSIFICATION TITLE SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS			
		WORKING DAYS/HOURS: Monday through Friday 0730 - 1530 (Position may require incumbent to work flexible hours and/or overtime).			
		TIME BASE / TENURE FT/PERM	CBID S03	WWG SE	COI Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 01/26/2026	
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.					
COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION					
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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.					
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. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.					
DIVISION OVERVIEW					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
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 direction of the Chief Deputy Warden and the operational direction of the Assistant Chief of Education (Regional Associate Superintendent) the Principal (Supervisor of Correctional Education Programs) is the division head and administrator over education. The Principal is responsible for the operation, direction, staffing, budget, leadership, and management of all Office of Correctional Education (OCE) programs to include Adult Basic Education, Adult Secondary Education, Career and Technical Education, Transitions, recreation, library services, student support services, college and continuing education.					

% 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%	Serve on Warden's Executive staff; Responsible for OCE program implementation consistent with operational procedures; Monitor, evaluate, report on programs; Collaborate with stakeholders to resolve challenges; Informs custody managers of program closures; Works with stakeholders to ensure access to education programs; Responsible for the Western Association of Schools and Colleges accreditation, implementation of the OCE Strategic Plan at the local level, Rehabilitative Program Report, and safety and security; Ensure accuracy and timely completion of appeals, grievances, Qualitative Assurance Reviews, credit earning, and special assignments. Monitors waiting lists and works with designated staff to ensure education assignments are consistent with Title 15 Section 3040.3; Completes Program Change Requests. Responsible for education budget and federal grant compliance; Ensure education input is included on committees; Ensures there is a system in place to update educational histories in the Strategic Offender Management System and Student Information System.	
35%	The Principal is responsible for developing and maintaining a school climate and culture conducive to student learning; Ensures student matriculation and Key Performance Indicators are met. The Principal is the primary instructional leader who implements, monitors and evaluates teaching and learning utilizing relevant data; Conducts observations and learning walks and provides targeted feedback; Provides vision and oversight for professional learning communities; Conducts and facilitates meaningful training and staff development; Confers with Regional Associate Superintendent and OCE administrators; Ensures students are appropriately accommodated in classrooms; Ensure effective communication with internal and external stakeholders; Responsible for Education Advisory Councils (Student Council) and Trade Advisory Committees; Ensures education participation in Reasonable Accommodation Committees to address education concerns.	
25%	Establishes school hours and employee work hours; Approves time off consistent with the contract and departmental policies; Employee Attendance probationary and annual employee evaluations; Serve on interview/hiring panels; Conduct supervisory checks and make recommendations to the hiring authority; Initiate preventative, corrective and adverse actions, as needed; Work with stakeholders regarding labor and employee relations issues; Monitors credentials; Ensures data drop, position control and local organizational chart is current, accurate and aligned; Work with Return to Work Offices regarding employee absences.	
5%	Attend and participate in meetings, conferences, training and professional development; Keep Warden apprised of significant events, visitors and occurrences; Other duties as appropriate.	
SPECIAL REQUIREMENTS		
- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, visitors, non-employees and employees shall be made aware of this. - Maintenance of peace officer standards and training in accordance with Penal Code 832 and Departmental Operations Manual sections 32010.19.1, 33020.13, and 86010.13.		
CONSEQUENCE OF ERROR		
Consequences may result in programming delays and misuse of departmental resources. Such delays can result in decreased Milestone Completion Credits, Educational Merit Credits, or other Achievement Credits that will delay the release/parole of our incarcerated population.		
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
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