

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM MULE CREEK STATE PRISON	POSITION NUMBER (Agency-Unit-Class-Serial) 025-231-2295-001; 002	MCR / HCR 1	
DIVISION / UNIT OFFICE OF CORRECTIONAL EDUCATION	CLASSIFICATION TITLE TEACHER (HIGH SCHOOL-PHYSICAL EDUCATION), CF		
	WORKING TITLE HIGH SCHOOL PHYSICAL EDUCATION TEACHER		
	TIME BASE / TENURE	CBID	WWG
LOCATION IONE, AMADOR COUNTY	INCUMBENT	EFFECTIVE DATE	
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			
Incumbents in these specialty classes help people committed to State correctional facilities in the Department of Corrections and Rehabilitation prepare to become productive and contributing members of society by training them in academic subjects and by helping them to develop socially acceptable attitudes and interests. The teachers give both individual and group instruction, conduct assessment and testing, and in many instances, participate as members of an interdisciplinary treatment team. The teachers have responsibility for supervising the conduct of the students while in the classroom and may be called upon to assume general custody responsibilities in time of emergency. The using Department has differing programs and, therefore, place emphasis on differing duties but, in general, they stipulate that the teacher play an important role in the total education, treatment and training process, as well as in teaching the skills which will enable the individual to seek occupational opportunities. The teachers' tasks include: planning, assigning, and supervising work; maintaining control and discipline in the classroom; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program; working			

with students and helping them set and meet educational needs and goals; participating in program evaluation; participating in extracurricular programs; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching for contraband, weapons or illegal drugs; and performing other related duties. They may be assigned to work as relief teachers, on a full-time basis, in specialties other than those for which they were hired. In addition, they may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric, and casework areas. The teacher has an important role of providing information of an educational nature which can help other members of the team to better determine each student's treatment needs. In new and developing programs, teachers will participate in the development and continuing revision of curriculum.

GENERAL STATEMENT

Under the direction of the Supervisor of Correctional Education or designee, The Teacher of Recreation and Physical Education, is responsible for the overall functioning of the incarcerated population's Recreation and Physical Education Program. Provides both individual and group instruction to the incarcerated students assigned to the recreation program. Responsible to maintain control and discipline at training sessions and meetings of Facility Recreation Committees, maintain all necessary records and reports pursuant to the Recreation Program, provide counseling to incarcerated individuals assigned or participating in the Recreation Program.

% 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.
50%	You are specifically assigned to: Plan, coordinate, and implement a recreation program including outdoor recreation activities, individual and group intramural activities, indoor table and quiet games, various holiday tournaments, incarcerated person(s) video program, budgeting, procuring, managing and distributing supplies.
20%	Consults and indirectly supervises the maintenance of all essential recreation equipment. Procures, receives inventories, stores and distributes recreation equipment and supplies to all facilities including administrative segregation and incarcerated person(s) visiting facilities conducive to the overall safety and security of the institution.
15%	Formal instruction and technical expertise and support. Develops and implements In-Service Training. Ensures compliance with sound correctional procedures and with departmental and institutional rules and regulations. Determines, prepares and develops both short-term and long-term recreation goals and objectives.
5%	Staff meetings, consultation, and on-the-job training in matters related to the recreation program.
5%	Complete a minimum of forty hours of In-Service Training annually. This includes eight hours of block training, monthly education department meetings, facility team meetings, and on-the-job training. Document and report on the performance of incarcerated workers.
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 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

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