

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Rehabilitative Programs	POSITION NUMBER (Agency-Unit-Class-Serial) 084-231-2295-001			MCR / HCR 1
DIVISION / UNIT California Department of Corrections and Rehabilitation Division of Adult Institutions Office of Correctional Education	CLASSIFICATION TITLE Teacher (High School- Physical Education), CF			
	WORKING TITLE Physical Education Teacher			
	TIME BASE / TENURE FT/Perm	CBID R03	WWG SE	COI Yes ☐ No ☐
LOCATION California State Prison - Corcoran	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				
Under the general supervision of the Supervisor of Academic Instruction and indirect supervision of the Supervisor of Correctional Education Programs (SCEP), Incumbent helps people committed to State correctional facilities prepare to become productive and contributing members of society by planning and coordinating individual and team recreational events throughout the institution; orders and maintains recreational equipment and supplies. The Physical Education Teacher provide health education, physical fitness training and recreational activities to the Special Needs populations. Provides health education, physical fitness training and recreational activities to the Special Needs population. Is required to maintain a valid teaching credential recognized by the CA Commission on Teacher Credentialing.				

GENERAL STATEMENT	
Under the general direction of the Supervisor of Academic Instruction, the Physical Education Teacher is responsible for all individual and team recreational activities throughout the institution. The Physical Education Teacher is also responsible for the administration of GED Tests to appropriate incarcerated people (IP) in the institution.	
% 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 for the Physical Education program. Works with IP Advisory Committees to schedule incarcerated people sports activities and events including, but not limited to team sports, individual sports, outside yard and inside housing unity activities, board games, and tournaments.
25%	Participate in weekly Classification Meetings. Works with the Academic and Vocational Vice Principles to ensure appropriate placement of IP's on educational waiting lists based on CASAS scores. Assists with the Media Center as directed.
15%	Supervises sports events and field games. Acts to resolve disputes regarding rules and provide instruction in rules of games being played.
10%	Provides instruction in adaptive and regular physical fitness training to small groups of IP's throughout the institution. Provides training in rules and regulations pertaining to recreational activities or sports to IP recreational aides and correctional officers assigned to the recreation program.
5%	Maintains and controls recreational equipment and supplies. Ensure equipment is used in a safe and secure manner.
5%	Keeps accurate records and prepares reports regarding the physical education program and the testing programs. Maintains a current, valid credential as required for this position. Attend in/out service training as required and perform other job-related duties as necessary. Relieve teachers in specialties other than those for which they were hired.
5%	Perform administrative duties including, but not limited to adhering 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 timesheets 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
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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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