

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) 030-231-2305-XXX		MCR / HCR 1	
DIVISION / UNIT Correctional Administrator (DOC) Education Department		CLASSIFICATION TITLE Supervisor of Academic Instruction, CF			
		WORKING TITLE Supervisor of Academic Instruction, CF			
		TIME BASE / TENURE	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 3/1/2026	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.					
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, to plan, organize, and supervise elementary, secondary, and related instruction at a State correctional facility, in the Department of Corrections or Department of the Youth Authority either (1) under the direction of a higher level educational administrator; or (2) as the top educational administrator of one of the smallest or most limited education programs, such as a diagnostic clinic; 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. In a correctional facility where two supervisory levels are required, positions in this class are used to supervise all or a portion of the academic program under the direction of the next higher-class Supervisor of Correctional Education Programs. In a diagnostic clinic or other correctional facility where the school program is limited in size, scope, and administrative complexity, positions in this class supervise the total instructional program.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Supervisor of Correctional Education Programs (SCEP), the Supervisor of Academic Instruction (SAI) has the responsibility to assist in the planning, development and implementation of programs; on-site monitoring and evaluation of Academic Curriculum; and reviewing educational processes and making recommendations on teaching materials and instructional methods. Additionally, the SAI assists with Academic Teacher hiring, staff development, and program implementation. The SAI participates with educational and custodial staff in finding effective solutions to educational problems, the development of timely resolutions, and in the identification of exemplary educational procedures. Duties include but are not limited to the following:					
% 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%	Provide assistance to educational staff in the areas of curriculum, instruction, and assessment. Coordinates, develops, implements, and evaluates up-to-date needs assessments of academic programs while providing staff support as needed. Assists in the development of employee performance objectives and plans for achieving prescribed goals. Conducts in-service training and workshops for educational faculty and other institutional staff,				

030-231-2305-XXX

	e.g., teachers, Teaching Assistants (TAs), office support staff, Television Specialists, coaches, etc. Maintains and supports Academic Programs and the approved Office of Correctional Education (OCE) Curricula. Evaluates employee performance and prepares Standard Forms 636 and 637 for teachers. Evaluates teaching techniques, classroom management procedures and assesses the equipment and instructional materials used in the academic classrooms and other designated instructional areas. Assists teachers in improving instructional processes, including educational teaching methods and strategies. Provides direct supervision of the paraprofessional TAs.	
35%	Assists with evaluation of education programs, delivery systems, tracking, reports, expenditures, and budget management. Conducts program evaluations, analyzes program components and recommends alternatives or solutions. Participates in the Initial Classification Committee as an Education Department representative. Assists in the collection, editing and correction of data for monthly reports. Acts as liaison with education faculty and OCE to ensure that the reporting process is maintained. Tracks, reviews and approves encumbrances and expenditures.	
15%	Monitors and oversees all data pertaining to academic program areas including but not limited to the Test of Adult Basic Education (TABE) scores, Comprehensive Adult Student Assessment System (CASAS) scores and benchmarks, General Education Development administration and other academic assessment tools.	
05%	Prepares correspondence and reports, writes memorandums as required. Acts as backup for the SCEP or substitute in the absence of a teacher as needed. Performs other duties and assignments as required.	
05%	Maintains order and security of working areas and work materials. Supervises the conduct of incarcerated individuals; prevents escapes and injury by students to themselves, to others or to property. Inspects premises for contraband such as weapons and illegal drugs on a routine basis. Ensures all incarcerated individuals are prohibited from access to the personal information of another as described in Penal Code Sections 4017.1 and 5071. May perform other duties as assigned. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated individuals. Assignments during tour of duty may include sole responsibility for the supervision of incarcerated individuals and/or the protection of personal and real property.	
SPECIAL REQUIREMENTS		
CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE