

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility (CHCF)	POSITION NUMBER (Agency-Unit-Class-Serial) 190-231-2290-XXX	MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions Education	CLASSIFICATION TITLE Teacher (High School - General Education) (Correctional Facility)		
	WORKING TITLE Teacher (High School - General Education) (Correctional Facility)		
	TIME BASE / TENURE P/FT	CBID R03	WWG 2
LOCATION Stockton, CA	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			
You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.			
GENERAL STATEMENT			
Under the general supervision of the Supervisor of Academic Instruction and indirect supervision of the Supervisor of Correctional Education Programs (SCEP), the Incumbent will help persons committed to State correctional facilities 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 teacher gives individual and group instruction, conduct assessments and testing, and participate as members of an interdisciplinary treatment team. The teacher has 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 teacher required to maintain a valid teaching credential recognized by the CA Commission on Teacher Credentialing. The teacher is required to maintain direct student contact related to the necessary amount of time based on student learning needs and group activities. All efforts should be made to maximize instructional time so that teaching and learning takes place from the beginning to the end of the class.

% 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%	Prepare courses of study and daily lesson plans. Plan, assign and supervise work given. Instruct students based on adopted curriculum standards for each course. Maintain and evaluate records of students' performance. Counsel students in their progress in the instructional program. Work with students to help set and meet educational needs and goals in the pursuit of a high school diploma or equivalent. Use the textbooks adopted by the Office of Correctional Education (OCE) for a majority of instruction and teach subjects prescribed by state and local regulations
30%	Instruct pupils in citizenship, basic communication skills, the use of educational technology, and other general elements of the course of study specified in the state law, administrative regulations and procedures of the school district. Prevent escapes and injury by students to themselves, others or property. Inspect premises and search students for contraband, weapons or illegal drugs.
25%	Collaborate with peers to develop learning plans and assessments in order to motivate and support students and best utilize the available time for instruction. Administer, verify, and document test results to ensure that students reading and math scores are accurate and available. Complete documentation of all educational program's paperwork
5%	Maintain control and discipline in the classroom. Initiate any disciplinary paperwork needed when students do not follow classroom rules and regulations.
5%	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. 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 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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