

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-231-6400-xxx		MCR / HCR 1 / D	
DIVISION / UNIT C Facility/Education		CLASSIFICATION TITLE Teaching Assistant (Correctional Facility)			
		WORKING TITLE			
		TIME BASE / TENURE FT	CBID R20	WWG 2	COI Yes ☐ No ☒
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 8/27/26	
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					
The Office of Correctional Education provides education to incarcerated students enrolled in educational programming throughout the state of California's adult institutions.					
GENERAL STATEMENT					
Within the context of Office of Correctional Education (OCE) Academic Program requirements, regulations, and guidelines, and under the general supervision of the Supervisor of Academic Instruction, and under the direction of a credentialed academic teacher, the teaching assistant shall give support to teacher(s) by providing educational services to assigned/enrolled students.					
% 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%		Under teacher direction, provide class or recreational instruction; tutor individual students or conduct small group lessons or recreational activities; and assist in classroom and recreational activity management.			
25%		Assist with grading and preparation of student profiles, compile required documents and progress reports, and perform related record keeping and filing. Administer tests and assessments, physical or academic, as directed.			
20%		Prepare instructional materials and bulletin boards, operate audio visual equipment, confer with teachers regarding programs and materials necessary to meet students' needs, prepare graphic and written teaching materials, and file and store materials as directed.			
10%		Maintain order and supervise the conduct of students; protect and maintain the safety of persons and property; inspect premises for contraband, such as weapons or illegal drugs; and assist in the control of all classroom and/or gym and recreational materials and equipment which may be used as potential weapons.			

5%	Organize and maintain class library, curricular displays, learning centers, etc., per direction.
5%	Attend a combination of 40 hours In-Service Training/On-the-Job Training annually. 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 prison incarcerated people, visitors, nonemployees, 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 time line 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

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

INMATE SUPERVISORY RESPONSIBILITIES: The Teaching Assistant is responsible for assisting in the supervision of the conduct of all incarcerated students assigned to the classroom, gym, or outdoor recreational areas and may assume general custody responsibilities in time of emergency.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to the completion of the twelfth grade.

LANGUAGE SKILLS: Ability to speak and write effectively; communicate effectively at a level necessary for successful performance of the job.

MATHEMATICAL SKILLS: Ability to perform and tutor basic mathematical functions.

REASONING ABILITY: Ability to analyze situations and take effective action.

OTHER SKILLS AND ABILITIES: Ability to provide leadership and motivation to incarcerated people; tutor and supervise these individuals; work effectively with other disciplines; gain the interest, respect and cooperation of students; give effective directions in a classroom; keep records and write reports; follow directions; learn electronic word and data processing systems used for computer instruction of students; develop socially acceptable attitudes in students; maintain regular attendance and be punctual.

SPECIAL PERSONAL CHARACTERISTICS: Understanding of, and willingness to work with students residing in a State correctional facility; maintain an empathetic and objective understanding of the problems of offenders/incarcerated people in custody; patience; willingness to work impartially with students of various cultural backgrounds and students with learning disabilities.

SPECIAL PHYSICAL CHARACTERISTICS: 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 inmates. Assignments may include shared responsibility for the supervision of inmates and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may include assisting any Academic Teacher, including the Recreation Teacher, and may require ability to demonstrate and facilitate recreational activities.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.

Frequently: Involves 1/3 to 2/3 of workday.

Occasionally: Involves 1/3 or less of workday.

N/A: Activity or condition is not applicable.

Standing: Frequently - to tutor, demonstrate, photocopy, observe incarcerated people and complete custody functions as necessary.

Walking: Frequently - within the institution and work site to observe and supervise inmates, to move educational materials and equipment, and when assisting in safety or custody concerns.

Sitting: Occasionally - to tutor inmates, prepare educational materials, complete educational records and documentation, attend meetings and off-site conferences, and to operate a computer or typewriter.

Lifting: Occasionally - to handle books, paperwork and educational supplies weighing under a couple of pounds; and to move boxes of books and educational equipment weighing up to 40-60 pounds a couple of times per week.

Carrying: Occasionally - to move about paperwork and books weighing under a couple of pounds, to move boxes of books and educational equipment weighing up to 40 to 60 pounds about 50-60 feet from the storage area to the office a couple of times per week. Dollies may be utilized.

Bending/Stooping: Occasionally - to lean over a seated student, search for contraband, or move educational supplies and equipment.

Reaching in Front of Body: Occasionally - to handle paperwork, operate a computer or typewriter, operate a photocopier, push a dolly, and handle boxes of books and supplies.

Reaching Overhead: Occasionally - to reach items stored on the top shelves in the storage area and to write on whiteboard.

Climbing: Occasionally - to ascend and descend stairs daily to reach some classroom areas and to ascend and descend stairs in facilities to attend meetings and obtain mail.

Balancing: N/A

Pushing/Pulling: Occasionally - to move a dolly loaded with several 40 to 60 pound boxes of books and supplies, open and close desk drawers, and move cabinets aside to check for contraband.

Kneeling/Crouching: Occasionally - to talk with a seated student, search for contraband, or reach items on lower storage shelves.

Crawling: N/A

Fine Finger Dexterity: Frequently - to handle paperwork, write notes or documentation, operate a computer and typewriter, and turn pages.

Hand/Wrist Movement: Constantly - to handle paperwork, books, educational equipment and supplies; write; load and push dollies; operate a computer, typewriter, and photocopier; open and close drawers; and search for contraband.

Hearing/Speech: Constantly - to teach and observe inmates.

Sight: NEAR - Constantly - to see inmates, records, and documents, student files, computer keyboard and monitor, educational equipment and materials. FAR - Constantly - to see the classroom and its inanimate contents, inmates, educational materials and equipment, and visually supervise all nearby inmates.

Smelling/Tasting: Occasionally - individual will smell airborne scents or detect tastes which breach the safety and security of the institution.

Driving Cars/Trucks or Other Moving Equipment: Occasionally - to take a state vehicle to conferences and training and to drive a truck to the warehouse to obtain supplies.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Fumes or Dust: Occasionally - classrooms in industrial buildings, work centers, living units, or enclosed rooms get some fumes from adjacent industrial programs.

Temperature Extremes: Constantly - classrooms are generally between 55 and 95 degrees F.

Outdoor Weather Conditions: Constantly - the individual will be exposed to outdoor weather conditions upon entry or egress from facility, moving materials between facilities, or walking between facilities.

Wet or Humid Conditions: Occasionally - the individual will be exposed to wet or humid conditions due to evaporative coolers, steam leaks, rain, or water leaks.

Architectural Barriers: N/A

Working Surfaces: Frequently - floors are concrete. Worker will enter on asphalt surfaces.

Risks of Electrical Shock: Occasionally - works with risk of electrical shock from computers, computer printers educational equipment or extension cords.

Toxic or Caustic Chemicals: Occasionally - exposed to fumes from toxic or caustic chemicals used for cleaning or painting the facility.

Noise or Vibration: Constantly - the classroom is in a large area with moderate noise levels.

Work in High, Precarious Places: N/A

Bloodborne Pathogens: Occasionally - teachers may be exposed to bloodborne pathogens by inmates from a population with some incidents of hepatitis and HIV.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: Instructional books and papers, blackboards, whiteboards, projectors, video cassette recorders and players, televisions, tape players, telephones, computers, typewriters, photocopier, telephone, other office equipment, whistle and personal alarm.

COMMENTS: The workweek consists of 40 hours a week, done over five days a week, 8 hours a day. Work hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday. Each day includes approximately 6 to 7 hours of time with students. During institutional lockdowns there is no class held. At these times the Teaching Assistant may be redirected to other positions such as work in the library, kitchen, or may do preparation work.

One or more inmate workers may be utilized in the performance of these duties; however, the employee must be able to meet the physical demands as described because incarcerated workers are not always available. Due to security requirements, incarcerated people are not permitted in some areas. Also, incarcerated workers are not available during periods of lockdown or times of institutional emergencies.

Information for this document was obtained by reviewing the State Personnel Specification for this classification and by observing the duties as they are currently performed.