

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison	POSITION NUMBER (Agency-Unit-Class-Serial) 394-232-2417-XXX	MCR / HCR 1	
DIVISION / UNIT Education- Vocational Instructor	CLASSIFICATION TITLE Vocational Instructor – Carpentry, Correctional Facility		
	WORKING TITLE Vocational Instructor – Carpentry, Correctional Facility		
	TIME BASE / TENURE Perm/ FT	CBID R03	WWG SE
LOCATION Crescent City, California	INCUMBENT	EFFECTIVE DATE 1/1/2026	
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 productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.			
GENERAL STATEMENT			
Under the general supervision of the principal and the direct supervision of the Supervisor Academic instruction, CF (SAI) the Vocational Instructor Carpentry, CF, implements the California Department of Corrections and Rehabilitations (CDCR) learning goals and objectives through the Office of Correctional Education (OCE) approved curriculum and in			

accordance with education, credentialing, and the rules and regulations that have been established by the specific trade certifying agency(s). Based on the incarcerated students' learning needs and applicable assessment results the instructor develops lesson plans, assigns and reviews class and shop work and provides a course of study based on the specific authorized vocational program curricula. The vocational instructor provides professional and technical instruction to a diverse population of incarcerated students, including students who are advanced, remedial or disabled. The professional and technical instruction involves demonstration of skills required in the trade and lessons on principles, practices, methods, processes and terminology. The instructor ensures the students are actively engaged in the learning process and are progressing through the course according to the curriculum and established pacing matrix. The instructor will provide remedial assistance when needed and will document their efforts in cases where Incarcerated persons (IP) are not progressing according to the pacing matrix. The instructor administers appropriate written and performance tests and evaluates achievements of IPs in technical knowledge and trade skills as applicable to the student's specific assignment. The instructor maintains a clean and well-organized classroom/shop including all associated storage areas. The instructor maintains and preserves the safety and security of the institution and the immediate classroom/shop and surrounding areas, as well as provides for the administration, storage, control and issuance of all tools, materials, and supplies within the vocational classroom and shop in a manner that maintains safety and security. Vocational Instructors work within the policies and practices of the OCE, including the implementation of only the approved curriculum. Vocational Instructors are expected to prepare instruction and assessments that are aligned with the policies and regulations of the CDCR, OCE, the California Commission on Teacher Credentialing, and the partner organizations and associations through which CDCR students receive trade certifications.

% 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%	Supervise all students in the shop and ensure full student engagement 100% of the time in the shop. While monitoring all students, provide small group instruction on the shop floor to small heterogeneous groups working on projects that relate to multiple competencies listed in the Curriculum Progress Record to result in Program Completion. Small group instruction includes explaining concepts related to trade competencies necessary for industry certification, modeling quality standards, and challenging students to meet industry standards for quality and completion time. Prepare students for successful completion of the Performance Exam after Course Completion so that each student earns a trade certification and Program Completion.
30%	Supervise all students in the shop and ensure full student engagement 100% of the time in the shop. While monitoring all students, provide direct instruction to small homogeneous learning groups on concepts from the text series and related to the paper/ online certification exams. Direct instruction includes Socratic dialogue of students within the small groups so that each student has the opportunity, and is required, to communicate their understanding of activities and concepts related to trade certification.
10%	Develop lesson plans directly aligned to the OCE approved curriculum, textbooks, and industry standards. Organizes and effectively communicates class/course objectives, standards, and the requirements for successful achievement, e.g., syllabi, tests, specific tasks to students, and the creation of student learning centers. Prepares students to attain the OCE approved industry specific certifications and provides instruction of the OCE approved coursework in literacy for those students who fall within guidelines of PC 2053.1. Prepare lesson plans that will allow students to progress toward trade certification when students are unable to access the shop due to such reasons as institutional lockdown.
10%	Reports to the direct supervisor and clearly communicates information both verbally and in writing regarding program issues. Performs the instructional duties with a professional and cooperative work ethic and maintains an effective working relationship with department personnel and students.

5%	Accurately prepares Education Monthly Reports and Monthly Accomplish Report data and submits the information to the direct supervisors as required within the established time frames. Required documentation includes but is not limited to Educations Progress Records, <u>Student Progress Reports</u> (128-E), student disciplinary reports (CDC-115, CDC-128-A, and CDC-128-B), Work Supervisors Report (CDC-101), Incarcerated persons Work Supervisor's Time Log (CDC-1697), Record of Educational Achievement (CDC-154) Milestone Completion Credit Earning (CDC-128-B), and all appropriate and specific industry certification documents. Appropriately complete, maintain and appropriately update all student records. The instructor purchases supplies, materials and equipment in accordance with policies and procedures.
5%	Maintain all required records for student matriculation through the program. Ensures that all students are progressing through the course according to the curriculum and established pacing matrix. Report students who refuse to actively engage and progress. Appropriately ensures security of all tests. Operates basic office equipment and performs routine typing and basic computer operations in order to accurately track, maintain, and submit all required documentation associated with the vocational programs to include, but not limited to incarcerated persons attendance, disciplinary, assessment, safety, industry and curricula certifications, and milestone achievements, as directed and within the established reporting time periods.
5%	Maintains institutional security by properly following escape prevention policies and procedures. Maintains classroom and shop discipline, provides a safe classroom and shop learning environment, prevents injury to self and incarcerated persons. Administers, stores, controls and issues all tools within the vocational classroom and shop in a manner that maintains safety and security of the institution and the specific vocational program. Maintains a clean, well-organized classroom/shop and associated storage areas. Appropriately wears a personal alarm device and adheres to other CDCR sanctioned security requirements. Understands, follows and teaches the mandated safety requirements, hazardous-material (SB198) requirements, rules and regulations per California Code of Regulations (CCR) Title 15, established local policies and procedures, and applicable laws governing the specific vocational program. Adheres to given budget and appropriately orders programs supplies, tools and equipment which directly relate to the curriculum and industry standards. Ensure that all purchasing documents are thoroughly completed and timely submitted during the purchasing phase. Follows appropriate institutional requirements for purchasing. Upon arrival of tools and supplies, logs, and store items in a timely manner.
5%	Attends required educational staff meetings to obtain knowledge of the CDCR, institutional, and OCE mission and goals. Actively participates in committee meetings such as preparation for the Department compliance Review and Audit Committee visitation, Western Association of Schools and Colleges (WASC) groups, Site Literacy Council, Incarcerated persons Advisory and Curriculum meetings, Industry meetings, etc. Evaluates and orders approved textbooks, curriculum materials and equipment in accordance with policy and procedures. Possesses and maintains all required credentials and licensures required by CDCR/OCE. The instructor stays current with the trends, processes, innovations and technology advancements of the applicable trade through the use of a quarterly Trade Advisory. Maintains required In-Service-Training (IST) hours by attending scheduled IST and on-the-job training classes including, but not limited to, all mandatory classes and the annual block training.
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		
• Example: 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