CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)		MCR / HCR
Division of Rehabilitative Programs	XXX-XXX-XXXX-XXX		
DIVISION / UNIT	CLASSIFICATION TITLE		
	Teaching Assistant-Resource Specialist Program		
	WORKING TITLE		
OFFICE OF CORRECTIONAL EDUCATION	Teaching Assistant CF-RSP		
	TIME BASE / TENURE: LFT	CBID:	WWG:	COI: Yes☐ No ☐
LOCATION: Soledad, CA	INCUMBENT		EFFECTIVE DATE

CDCR'S 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.

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

The purpose of Student Support Services (SSS) is to offer students with disabilities equal access to education programs and curriculum. These programs include Adult Basic Education (ABE), Adult Secondary Education (ASE), Career and Technical Education (CTE), physical education, Transitions, and library.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Supervisor of Academic Instruction (SAI) and functional direction of the Resource Specialist Program (RSP) teacher, the RSP Teaching Assistant is responsible for assisting the RSP teacher in providing education services to identified DDP students to help prepare them to become productive and contributing members of society by supporting their studies in academic/career technical education subjects and by helping them develop socially acceptable attitudes and interests. When there are no DDP students needing assistance, the RSP TA is to assist Disability Placement Program (DPP) and Enhanced Outpatient Program (EOP) students assigned to education programs.

% 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.
	ESSENTIAL FUNCTIONS
25%	[1]Assists the RSP teacher in their preparation of diagnostic and prescriptive planning; [2]assists in the preparation of study materials to support daily lesson plans and in the preparation of graphic and written materials; [7]and using materials and equipment. [3]Assists students by providing individual tutoring through one-on-one support, small group activities, and/or on a pull-out or push-in basis, using identified learning needs, goals, and objectives.
25%	[4]Assists in delivering support and monitoring student progress as outlined in an Individually Tailored Education Plan (ITEP). Assists in recording student progress and establishing and maintaining student files to help identify and meet student educational needs and goals. [7]Assists in acquiring resources and is aware of current support and assessment strategies, educational technologies, and evidence-based best practices.
25%	[5]Provides support in the rehabilitation process for identified students by assisting the RSP teacher in the management of student interactive learning experiences. [7]Is an integral part in assisting the Student Study Teams (SST) by providing information to enable the SST to make informed decisions relating to the educational needs of the students.
10%	[6]Provides assistance to the RSP teacher in classroom management, providing a safe learning environment. Follows disciplinary procedures in accordance with institution and department policy and procedures. The TA assists in preventing escapes and injury. Maintains personal safety by wearing a Personal Alarm Device or other department-sanctioned means.

10%	Assists in facilitating curriculum-based testing and competency-based academic/vocational skills based on the College and Career Readiness Standards (CCRS), in the administration and recording of interest and achievement tests, individual assessment instruments, student evaluations, and reports.
5%	Attends education meetings, workshops, training, and professional learning community meetings when appropriate. Assists in acquiring resources, materials and equipment, and is aware of current instructional and assessment strategies, technologies, and evidence-based best practices, and performs other duties as required. Excerpt from the Clark Remedial Plan – Teaching Assistant 1. Assists with facilitating curriculum-based testing. 2. Assists in the preparation of graphic and written materials; planning and using materials and equipment. 3. Assists students by providing individual tutoring through one-on-one instruction, small group activities, and/or on a pull-out or push-in basis, using identified learning needs, goals and objectives 4. Assists in implementing and monitoring progress as outlined in an Individually Tailored Education Plan (ITEP). 5. Assists in the rehabilitation process for identified DDP students by assisting the teacher in the instruction and management of inmate-students' interactive learning experiences. 6. Assists the RSP Teacher in classroom management. 7. Assists in acquiring resources, materials and equipment, and is aware of current instructional and assessment strategies, technologies and evidence-based best practices, and performs other duties as required.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

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

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