CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
VALLEY STATE PRISON	919-231-2287/2290-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	TEACHER (HIGH SCHOOL-GENERAL EDUCATION / ELEMENTARY-MULTIPLE SUBJECTS), CF			
ADMINISTRATION / EDUCATION	WORKING TITLE			
	TEACHER			
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	R03	SE	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
CHOWCHILLA				

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

Incumbents are responsible for providing instruction in academic subjects to persons committed to the Institution.

GENERAL STATEMENT

Under the direct supervision of the Supervisor of Academic Instruction, the Teacher helps persons committed to Valley State Prison (VSP), to become productive and contributing members of society by training them in academic subjects and by helping them to develop socially accepted attitudes and interests. The Teacher provides both individual and group instruction and in many instances, participates as a member of an interdisciplinary treatment team. The Teacher has the responsibility for supervising the conduct of incarcerated persons while in the classroom and may be called upon to assume general custodial responsibilities in time of emergency. As a Teacher, you are expected to satisfy your duties, which include reporting to work on your scheduled workdays on a continuous basis.

% 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%	Conducts classes in academic subjects (ABE II/III, GED), which includes planning, assigning and supervising the instructional program on an individual and group basis. Participates in the development and continuing revision of curriculum.
20%	Evaluates student performance, attendance and attitudes and recommends appropriate action.
10%	Maintains and controls needed classroom supplies, materials and equipment. Prepares courses of study and daily lesson plans.

10%	Keeps records and prepares reports. Counsels students as to progress in the instructional goals.
10%	Maintains control and discipline in the classroom; controlling all materials and equipment which may be used as weapons. Prevents escapes and injury by students to themselves, to others or to property.
5%	Participates in program evaluations; attends workshops conferences or seminars. This may include work as relief teacher in specialties other than those for which they were hired.
5%	Performs 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 persons, 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 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

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