CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CENTINELA STATE PRISON (CEN)	403-232-2370-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Supervisor of Vocational Instruction			
	WORKING TITLE			
Division of Adult Institutions / California Department of Corrections and Rehabilitation	Assistant Principal- Career Technical Ed Programs			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S03	SE	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Education				

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 mission of the General Population institutions is to provide safe and secure housing for minimum to medium custody males while maximizing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs. Under the supervision of the Supervisor of Correctional Education Programs (SCEP), the Supervisor of Academic Instruction (SAI) will have the working title of assistant administrator and has the responsibility to assist in the coordinating, planning, development, and implementation of the post-secondary programs; statewide monitoring and evaluation of post-secondary education programs; and reviewing educational processes; interpret educational policy, data collection and monitoring. Additionally, the assistant administrator may assist with education teacher hiring, staff development, and the partnership with post-secondary stakeholders. The assistant administrator will participate with the SCEP in finding effective solutions to post- secondary programming issues, the development of timely resolutions, and in the identification of exemplary educational procedures.

GENERAL STATEMENT

Under the direction of the Supervisor of Correctional Education Programs (SCEP), and in coordination with the Career Technical Education (CTE) headquarters unit, the Supervisor of Vocational Instruction (SVI) will be responsible for every aspect of supporting and evaluating CTE programs. Supporting and evaluating CTE programs includes, but is not limited to, developing program quality standards for program evaluation, communicating program quality standards to staff and supervisors, regularly reporting program quality formative and summative data, coaching teachers on effective instructional strategies, interpreting educational policy, and developing well-informed policy recommendations.

% 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%	Conducting CTE Shop walkthroughs reviewing program quality, coaching CTE teachers, and interacting with CTE students. The SVI is responsible for collecting and reporting data recording the interactions and observations of the walkthrough visits. Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
25%	Applying strategies to promote student success from CTE assessment to community re-entry. Primary among these is the development and completion of CTE teacher training programs, including proper assessment strategies, research-based instructional methodology, effective small group and project-based instructional strategies, collaborative learning design, and data collection and reporting in a Professional Learning Communities (PLC) format. Assessing student's ability to transfer the knowledge, achievements, and certifications gained in the institutional schools to full-time employment, and additional training and educational programs post-incarceration.
10%	Data analysis of walkthrough and outcome data. Reporting of data to local and state CTE program supervisors. Analyze and prepare accurate statistical reports for CTE programs statewide.
10%	Develop schedules of equipment, tool, and supply replacement, maintenance, and repair for all vocational programs, including inventory, disposal, and major acquisition procedures, policies, and monitoring.
5%	Function as a liaison with representatives of business, organized labor, industry, and stakeholders; and coordinate programs and activities between internal and external education agencies and departments. Consider employment opportunities for incarcerated people obtaining vocational education instruction and certification within the CDCR institutional classrooms. Ensure the compatibility of institutional career-vocational education programs with industry standards to facilitate transition from the institutional programs to full-time employment, and additional training and educational programs post-incarceration.
5%	Ensure the protocols for institutional security and individual safety are practiced and considered at all times. Perform administrative duties including, but not limited to adhering 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.
5%	Make recommendations regarding CTE program viability after assessment of existing and proposed vocational programs with post-incarceration transition strategies included in the model. Promote new and existing programs that are job market driven, industry appropriate, and community focused.

5%	Participate in various interdisciplinary, interagency, interdepartmental team projects, representing the CDCR and the OCE, as deemed appropriate by the SCEP. Actively promote the goals and strategies of the Department, career-vocational education programs, and student success.

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

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 WITH A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE