



**TEACHER,
HIGH SCHOOL-GENERAL EDUCATION,
CORRECTIONAL FACILITY (CF)
Final Filing Date: CONTINUOUS**

OPEN

**AN EQUAL
EMPLOYMENT
OPPORTUNITY
EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

EXAMINATION BASE

DEPARTMENTAL FOR:
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR for this classification in the past 12 months. Applications will not be accepted on a promotional basis.

HOW TO APPLY

Submit Qualifications Assessment

By mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

or In person at:
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 101N

If you are personally delivering your Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, to the street address listed above.

The Qualifications Assessment for the Teacher, High School-General Education, CF examination is available from the CDCR website at:

http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Education/PDFs/Teacher_ElementaryMultipleSubHSGenEDQA-O-C.pdf or in person at the street address listed above.

NOTE: Only Qualifications Assessments with an original signature will be accepted.

**APPLICATION
DEADLINE/
REQUIREMENTS**

Qualifications Assessments will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE

To learn more about examination date(s), contact the Office of Workforce Planning at (916) 322-2545.

SALARY RANGE(S)

As of: **March 23, 2016**

**Alternate Range 7 (Alternate Range Criteria 011):
\$4,542.51 - \$9,800.79**

A "9/12," "10/12" or "11/12" pay plan may be available to the employee who elects to be employed under this plan, with the hiring facility. An employee who elects to be employed under the "9/12," "10/12" or "11/12" pay plan receives the salary during a 9-month, 10-month or 11-month work year in 12 monthly installments. Further information regarding the plan will be available at the time of hire.

**MINIMUM
QUALIFICATIONS**

All applicants must possess a valid California Teaching Credential issued by the California Commission on Teacher Credentialing. Applicants who do not possess the required credential or one of equivalent authorization may take the examination but must have on file with the California Commission on Teacher Credentialing an application for an appropriate credential. At the time of application for the examination, applicants must present written verification that the appropriate listed credential or its' equivalent is being processed or will be authorized.

No appointments will be made to permanent positions with an Emergency Credential. After issuance, the credential is the responsibility of the holder and must be maintained by completion of any California Commission on Teacher Credentialing requirements.

Possession of:

1. A Single Subject Credential or a Multiple Subject Credential; **or**
2. A Standard Secondary Credential with a major or minor in an academic subject area; **or**
3. A General Secondary Credential

Special Requirements: Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates/ youthful offenders; demonstrate teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

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/youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.

Juvenile Justice Facilities, Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation's Division of Juvenile Justice shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, "**No person who has been convicted of a violent or serious felony shall be employed by a school district.**"

**EXAMINATION
PLAN**

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment-- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Principles and methods of teaching.
2. Principles of educational psychology as applied to their teaching.
3. Current trends in educational methods.
4. Remedial teaching techniques and adapting instruction to student deficiencies.
5. Emotional problems of students at State correctional facilities.

B. Ability to:

1. Provide leadership and motivation to inmates/youthful offenders.
2. Teach and supervise inmates/youthful offenders.
3. Work effectively with other disciplines.
4. Gain the interest, respect, and cooperation of students.
5. Develop socially acceptable attitudes in students.
6. Communicate effectively.
7. Analyze situations accurately and take effective action.
8. In some positions speak fluently one or more variations of a specified second language in addition to English.

**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A **Teacher, High School-General Education, CF** helps individuals committed to CDCR correctional facilities prepare to become productive and contributing members of society by training them in academic subjects and by helping them to develop socially acceptable attitudes and interests. The teacher gives both individual and group instruction, conducts assessment and testing, and in many instances, participates as a team member of an interdisciplinary treatment team; is responsible for supervising the conduct of the students while in the classroom and may be called upon to assume general custody responsibilities in time of emergency.

The Department stipulates that teachers play an important role in the total education, treatment and training process, as well as in teaching the skills which will enable the individual to seek occupational opportunities. The teachers' tasks include: planning, assigning, and supervising work; maintaining control and discipline in the classroom; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program; working with students and helping them set and meet educational needs and goals; participating in program evaluation; participating in extracurricular programs; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching for contraband, weapons or illegal drugs. Teachers may be assigned to work temporarily in accordance with bargaining unit contract and California Department of Human Resources (CalHR) regulations, in specialties other than those for which they were hired. In addition, they may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric, and casework areas. Teachers have an important role of providing information of an educational nature which can help other members of the team to better determine each student's treatment needs. In new and developing programs, teachers will participate in the development and continuing revision of curriculum; and does other related duties.

Position(s) exist in CDCR adult institutions and juvenile facilities statewide.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

**VETERANS'
PREFERENCE/
CAREER CREDITS**

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code sections 18973.1 and 18973.5, Veterans Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545

Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS