



**TEACHER, HIGH SCHOOL –
ARTS AND CRAFTS,
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. Applications will not be accepted on a promotional basis.

NOTE: Candidates may test for this classification once in a 12-month period. Candidates who participated in the previous examination administration within the last 12 months regardless of the final examination results, cannot participate in this examination administration.

HOW TO APPLY

Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

By mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or **In person at:**
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 101N
(916) 322-2545

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

Qualifications Assessments for **Teacher, High School – Arts and Crafts, CF** are available from the CDCR website at:
http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Education/index.html, or in person at the street address listed above.

NOTE: Only applications with an original signature will be accepted.

**APPLICATION
DEADLINE/
REQUIREMENTS**

Applications will be accepted on a continuous basis and applicants will be tested as needed.

TEST DATE

Candidates must complete and return the **Teacher, High School – Arts and Crafts, CF** Qualifications Assessment along with his/her Examination Application (Std. Form 678). Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

SALARY RANGE(S)

As of: **October 13, 2017**
\$5,067.33 - \$10,192.78

**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 Commission Teacher Credentialing requirements.

Possession of:

1. A Single Subject Credential in Arts and Crafts area. **or**
2. A Standard Secondary Credential with a major or minor in Arts and Crafts area. **or**
3. A General Secondary Credential with a major or minor in Arts and Crafts area.

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 youthful offenders; demonstrate teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.

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 youthful offenders.

MINIMUM QUALIFICATIONS (CONTINUED)

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.

Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with CDCR, Division of Juvenile Justice, Education Services Branch 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 youthful offenders.
2. Teach and supervise 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.

The Job Analysis for the **Teacher, High School – Arts and Crafts, CF** is available on the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the lists 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 warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A **Teacher, High School – Arts and Crafts, CF**, helps youthful offenders committed to State correctional facilities in CDCR prepare to become productive and contributing members of society by instructing them in academic subjects, literacy skills, cultural diversity, career awareness and preparation, personal coping skills, and by helping them to develop socially acceptable attitudes and interests. A teacher gives both individual and group instruction according to the student’s written Individualized Education Program (IEP) and is expected to participate as a member of a Student Consultation Team (SCT) and/or an IEP team meeting when requested. Teacher tasks include: performing diagnostic and prescriptive planning; preparing courses for study and daily lesson plans; planning use of materials and equipment; counseling; helping students set and meet educational needs and goals; participating in program evaluation; administering achievement and interest tests; writing evaluations; monitoring and documenting student progress; recording and maintaining educational records; participating in student case conferences; participating in curricular development and revision; participating or conducting extracurricular programs; supervising teaching assistants or other class aides when assigned; and performing other related duties. Teachers are an integral part of the team concept. They may work as a member of an interdisciplinary treatment team that combines the services of staff in the custody, academic, vocational, psychiatric and casework areas. A teacher provides educational information which helps team members make better decisions to meet student treatment needs.

Positions exist in CDCR juvenile facilities.

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

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online. Start by creating a CalCareer account at www.jobs.ca.gov. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

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/CalHRPublic/Landing/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by CalHR as managerial.

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