



TEACHER - EMOTIONALLY/LEARNING HANDICAPPED, CORRECTIONAL FACILITY (CF)

Department of Corrections and Rehabilitation

Departmental Open Examination
Examination Code: 6CECC
Final Filing Date: Continuous

EQUAL 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 of 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.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

Excluding:

California Prison Industry Authority (CALPIA)
California Correctional Health Care Services (CCHCS)

CLASSIFICATION DETAILS

Salary Range:

\$5,702.77 – \$11,470.80 per month

View the [classification specification](#) for the Teacher, Emotionally/Learning Handicapped, CF Qualifications Assessment.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below.

Once you have taken the Qualifications Assessment Examination, you may not retake it for twelve (12) months.

HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) and [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, 211S**

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, excluding holidays, to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes

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available at the United States Postal Service (USPS), are not considered postmark dates for the purpose of determining timely filing of an application.

Qualifications Assessments for Teacher, Emotionally/Learning Handicapped, CF are available from the CDCR website at: [Teacher, Emotionally/Learning Handicapped, CF](#) or in person at the street address listed above.

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

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

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

All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

TEST DATE

Applications will be accepted on a continuous basis.

Cut-off dates for processing will be:

August 2, 2021	September 1, 2021	October 1, 2021	November 1, 2021
December 1, 2021	January 3, 2022	February 1, 2022	March 1, 2022
April 1, 2022	May 2, 2022	June 1, 2022	July 1, 2022

Note: Check back periodically as cut-off dates may be added in the future. Additionally, cut-off dates are subject to change or be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Results notices will be mailed in 6 – 7 weeks following each cut-off date. Please contact the Office of Workforce Planning at (916) 322-2545 if you have not received your notice after 7 weeks.

MINIMUM QUALIFICATIONS

Possession of one of the following credentials:

1. Education Specialist Instruction Credential: Mild/Moderate Disabilities
2. Special Education Specialist Instruction Credential for the Learning Handicapped
3. Standard Teaching Credential with the Minor - Mentally Retarded
4. Restricted Special Education Credential - Educable Mentally Retarded
5. Limited Specialized Preparation Credential - Mentally Retarded
6. Special Secondary Credential - Mentally Retarded
7. Exceptional Children Credential - Mentally Retarded

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

Applicants must show their Credential number, title, and expiration date on their Examination Application (STD. 678).

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.

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

POSITION DESCRIPTION AND LOCATION(S)

Teacher, Emotionally/Learning Handicapped incumbents help persons committed to State correctional facilities in the Department of Corrections and Rehabilitation 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 teachers give both individual and group instruction, conduct assessment and testing, and in many instances, participate as members of an interdisciplinary treatment team. The teachers have responsibility 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 using Department has differing programs and, therefore, place emphasis on differing duties but, in general, they stipulate that the teacher 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; and performing other related duties. They may be assigned to work as relief teachers, on a full-time basis, 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. The teacher has 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.

Position(s) exist in CDCR institutions.

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 70.00% 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:

Knowledge of (With particular reference to their specialty):

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.

Ability to:

1. Provide leadership and motivation to inmates, youthful offenders, residents, and patients.
2. Teach and supervise these individuals.
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 identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Teacher, Emotionally/Learning Handicapped is available on the CDCR website at: [CDCR Job Analysis](#).

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.

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.

DIVERSITY AND INCLUSION

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

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, residents, and patients; demonstrate teaching ability or potential for teaching; emotional stability; tact; patience; open-mindedness; and high moral standards.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State 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.

GENERAL INFORMATION

It is the candidate's responsibility to contact CDCR's Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

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: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

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 change. Such revision will be in accordance with civil service laws and rules and all applicants 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.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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, investigation may be made of employment records and personal history.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING
EXAMINATION SERVICES UNIT**

1515 S STREET, SACRAMENTO, CA 95811

EMAIL: ExamHelpDesk@cdcr.ca.gov

PHONE: (916) 322-2545

Telecommunications Relay Service: 711

REVISION DATE: 7/20/2021 - RW