

Instructions: Refer to the Human Resources Branch Policies & Procedures Manual for Duty Statement Instructions.

1. Institution/Division/Office CALIFORNIA STATE PRISON LOS ANGELES COUNTY	2. Division/Department EDUCATION
3. Class Title VOCATIONAL INSTRUCTOR (MASONRY) (CORRECTIONAL FACILITY)	4. Proposed Incumbent (if known)
5. Current Position Number (Agency-Unit-Class-Serial) 027-232-2615-VAR	6. Effective Date

7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions:
 Under the general supervision of the Supervisor of Vocational Instruction, the Vocational Instructor Masonry is responsible for instructing, counseling, evaluating, prescribing, and presenting individual education programs for assigned inmates. The instructor must have the minimum ability to perform the duties of a journey person in the respective area of instruction; must work effectively with other instructors and correctional staff members. Analyze situations accurately; take effective action. Continue educational development per conditions of employment, to fulfill credential requirements. The instructor has sole responsibility for the supervision of inmates and/or the security and protection of state and personal property. Possession of a valid California Teaching Credential, which authorizes the holder to teach on a full-time basis a vocational course in the appropriate subject specialty.

Work Schedule:

8. Percentage of time performing duties:	9. 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. (Use an additional page if necessary.)
35%	<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> Responsible for recruiting, planning, coordinating and supervising Masonry projects designed to apply trade knowledge learned in the program. Train inmate students in the Masonry job setting. The curriculum includes both hand and power tool applications with initial checkout and safety procedures given to all new students. Instructor plans and prepares educational materials for the classroom and shop. Safety instruction will be emphasized in both related and manipulative training.
20%	Maintains control and discipline in the shop/classroom. Upon the arrival of inmates to their respective assigned work areas, must conduct a count of the inmates present. Educational Staff must contact work change/educational officer, within 15 minutes of said count, to report any inmate's failure to report to work. Throughout the day, all staff will conduct random counts in order to monitor and account for inmates assigned to them. Controls storage, accountability of tools and materials as required. Implement and maintain a viable inmate chit exchange system for drawing tools. Inventory and maintain a master tool inventory list on a daily basis. Conducts searches of class area for contraband and weapons.
20%	Develops and prepares curriculum outline and daily lesson plans as well as other related education materials as required. Attends Staff Training/In-Service Training classes and maintains a current working knowledge of Institution/Education Orders, Policies and Procedures including Administrative Bulletins.
15%	Maintain fair and firm discipline; keep accurate records and reports. Counsels inmate students regarding progress and performance. Prepares student progress reports, class reports, and other reports as necessary or required. Counsel students in the progress of the program and work with them in helping meet educational and pre-employment needs and goals. Prepares material and supply estimates as well as requisitions.
5%	Ensure the safety of students, staff, and state property. Maintain student progress records, keep accurate student timecards, and take disciplinary action when appropriate. Maintain an active Trade Advisory Committee or Joint Apprenticeship Advisory Committee.

5%	Attend all education staff meetings, mandatory IST classes and scheduled staff development training. Expected to follow the chain of command. Notify your immediate supervisor, before the start your work shift, if you are going to be late, or absent due to illness, emergency, or any other reason.
MARGINAL FUNCTIONS	
None noted	

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

- Constantly: Involves 2/3 or more of a workday
- Frequently: Involves 1/2 to 2/3 of workday
- Occasionally: Involves 1/3 or less of workday
- N/A: Activity or condition is not applicable

Sitting: Frequently - when keyboarding, using the telephone, keeping logs and records, copying tapes, preparing mail and associated tasks at a desk. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Walking: Occasionally – for periods of time to file documents, make copies, send faxes, and attend to employees.

Standing: Occasionally - for periods of time to open, file or retrieve documents and to operate various equipment (i.e., copy machine and other office machines).

Lifting: Frequently – lifting items weighing a few ounces such as paper, pens staplers, and telephone receiver. Occasionally lifting of 5-10 pounds when reviewing files, couples of reams of paper or group of files are lifted. Occasionally lifting 40 pounds archive boxes.

Carrying: items listed above may be carried about 15 feet within the office area. Other distances are delivered via vehicle or hand cart.

Bending/Stooping: Occasionally to Frequently - may choose this position to reach the lower file drawers, paper stored in a box on the floor, mail located in bins, or similar items. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to perform paperwork duties.

Reaching in Front of Body: Frequently to constantly - when keyboarding, answering telephone, handing papers to staff, filling, copying loading paper in printer or copier, opening drawers and reaching about the top of a desk, handing mail to various departments.

Reaching Overhead: Occasionally - to reach files stored on an upper shelf.

Climbing: N/A

Balancing: N/A

Push/Pulling: Frequently - to open file and desk drawers and to position the computer keyboard, moving of bins storing mail, pushing/pulling hand cart during delivery of mail.

Kneeling/Crouching: Occasionally - may choose this position to reach the lower file drawers.

Crawling: N/A

Fine Finger Dexterity: Constantly - when keyboarding, writing notes by hand, taking phone messages and flipping through paperwork.

Hand/Wrist Movement: Constantly - Keyboarding about 4-5 hours a day and up to 8 hours per day when necessary to complete reports; operating office machines, answering phones, filing, dispensing mail and working with papers and files.

Hearing/Speech: Clear speaking and hearing required to answer telephone calls and in performing duties.

Sight: Adequate vision is required to review correspondence, mail and files, as well as transcribe reports.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: (With particular reference to their specialty) methods, materials, tools, machines, equipment, and safety principles involved. In addition, they must be willing to learn principles, methods, practices, current developments, and trends in vocational education. Ability to: Perform the duties of a journey person in the field of their specialty. They must also have the ability to provide leadership and motivation to inmates, youthful offenders, residents, and patients; teach and supervise these individuals; work effectively with other disciplines; read and use drawings and sketches; estimate and order supplies; analyze situations accurately and take effective action; maintain fair and firm discipline; and keep records and prepare reports.

DESIRABLE QUALIFICATIONS

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, wards, residents, and patients; maintain high standards of morals and speech; tact; patience; and emotional stability.

WORKING CONDITIONS

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. Work indoors in a thermostatically controlled environment, although occasionally the temperature fluctuates between very warm and cold. The floors for performance of all duties are linoleum.

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

Employees are required to be alert, courteous and professional in their dealings with inmates, parolees, fellow employees, visitors and members of the public. Every employee must be in possession of their employee identification card while on duty, and produce it upon request. An employee must promptly report the loss of their ID to their supervisor immediately. Do not leave your ID at your desk. Carry it on your person at all times. Every employee must be in possession of a whistle. Employees are expected to arrive to work on time and have excellent attendance. Employee is expected to complete work assignments by the due date. In service training as required.

ADDITIONAL EXPECTATIONS

10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

11. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE