

**WORKFORCE ECONOMIC DEVELOPMENT & COMMUNITY PROGRAMS  
INSTRUCTIONAL FACILITATOR FOR THE CALIFORNIA DEPARTMENT OF  
CORRECTIONS AND REHABILITATIONS INSTITUTIONAL TRANSITIONS PROGRAM**  
(Classified Bargaining Unit Position)  
(Range 40)

**This is a grant-funded position.  
Position continuance based on continued funding.**

**DEFINITION**

Under the general supervision of the Workforce, Economic Development and Community Programs Program Supervisor for the California Department of Corrections and Rehabilitations (CDCR) Institutional Transitions Program, assist with the development and delivery of instructional services, including tutoring, curriculum delivery, and learning support and coordination, and perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The position of Instructional Facilitator for the California Department of Corrections and Rehabilitations (CDCR) Institutional Transitions program is distinguished by the requirement to plan, develop, organize, and implement instructional services in incarcerated and related settings in a variety of subjects, including, but not limited to, job search and work readiness, financial literacy, college and career planning, college readiness and orientation and interpersonal skills.

This position supports student learning outcomes and institutional effectiveness by providing instruction and assistance to adults in incarcerated and related settings, ensuring that they have access to educational services.

**ESSENTIAL FUNCTIONS**

- Deliver the program topics and program services utilizing the CDCR approved curriculum;
- Assist in establishing and maintaining a variety of record keeping and tracking systems as well as inmate files for the proper collection, dissemination and documentation of necessary information and data;
- Maintain participant files, prepare and submit management information system documents, other reports and correspondence as required;
- Administer and review the results of vocational and employment-related tests designed to identify skill, aptitudes and interests of eligible participants;
- Assess and evaluate inmate's employment goals in relation to their current, transferable, or potential skills, and their relevance to local labor market conditions;
- Assist inmates in accessing resources information about supportive, social and financial services in their community of residence and provide instruction on how to identify in their communities;
- Assist with the communication with America's Job Centers of California (One Stop Centers) and other agency resources throughout California for each paroling participant, as well as with other service agencies as appropriate;
- Conduct workshops on topics including, but not limited to, work readiness presentations, job search techniques, preparation of resumes, cover letters and applications, life skills, mock interviews, internet familiarity, labor market information and community service

topics, interpersonal skills, college and career planning, and accessing college and other training as well as financial and other resources;

- Assist participants with obtaining right to work documents;
- Ensure all institutional rules and policies are followed and adhered to;
- Comply with the CDCR Fraternization policy;
- Conduct exit interviews with each participant and provide a certificate of completion to participants who have completed the program;
- Assist with the training and utilization of Inmate Clerks, who will assist in the provision of program services, and ensure that staff follow institution policy and guidelines for inmate accountability, including providing forms and documents as necessary to CDCR staff regarding inmate pay forms, time keeping logs and work supervisor reports;
- Assist in the research and dissemination of instructional resources;
- Assist in maintaining the inventory of instructional resources. Serve as contact for instructional resources; provide information, training, and assistance to inmates;
- Assist in the communication of instructional services to inmates; prepare and disseminate outreach materials;
- Serve as liaison with community college programs and services and community and employment resources and opportunities;
- Communicate with college departments and instructional programs to provide inmates and ex-offenders with information and access to academic and student support services;
- Assist with the reporting, including data collection;
- Assist with the program review process and follow-up as necessary; and
- Perform other related duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

Required

- An Associate of Arts degree from a granting institution accredited by the Western Association of Schools and Colleges (WASC) or equivalent, or
- A minimum of a high school diploma and one of the following:
  - Three years' experience working with ex-offenders, or
  - One year of job readiness training from an accepted academic or vocational provider.

### **Knowledge of:**

- The culture, regulations, practices and protocols of California Corrections or other incarcerated settings;
- Methods and techniques of presenting workshops and tutoring, especially to adult learners;
- Fundamentals of a variety of subjects, including job search and work readiness, financial literacy, college and career planning, college readiness and orientation, interpersonal skills, and other topics as requested by CDCR and other agencies;
- Knowledge of CDCR policies and procedures;
- Methods and practices of record keeping and report preparation;
- The needs and sensitivities of special and disadvantaged populations, including inmates and ex-offenders;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

### **Ability to:**

WED&CP Instructional Facilitator for the California Department of Corrections  
and Rehabilitations Institutional Transitions Programs

- Maintain confidentiality;
- Promote positive relationships in the community;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

**Physical ability to:**

- Teach and tutor in an incarcerated setting;
- Transport instructional materials throughout the jail;
- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Travel within the District with personal transportation;
- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

**License and Certificates** (current within the last year):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.
- Must be willing to undergo and be granted a security clearance by CDCR; and
- Must be willing to complete all CDCR required employee training when made available, including In-Service Training and institutional orientation, i.e. inmate/staff relations, sexual harassment, and personal alarm devices.

Board of Trustees Approval: 11/05/2014  
 CCCUE Approval: 9/22/2014