



## Night Attendant, School for the Blind

### General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Night Attendant, School for the Blind examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in the areas of assisting in the instruction of blind students, both on and off campus.

The QAQ is the examination and will account for 100% of your score. It is important that you fill out the QAQ completely. Questions without a response will not be scored. Your responses should be an accurate reflection of your experience, education and training. If you are successful, your name will be placed onto an eligible list for the classification listed above. The list will be used by the California Department of Education School for the Blind in Fremont to fill existing vacancies. It is required that you personally complete this examination accurately and without assistance.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents comprise the examination application package for the Night Attendant, School for the Blind examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire and signed Affirmation Statement

### **PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:**

California Department of Education  
Examination and Recruitment Office  
1430 N Street, Suite 1802  
Sacramento, CA 95814  
916-319-0857

Upon receipt of your completed examination application package, documents become confidential information and are the property of the California Department of Education, Examination and Recruitment Office. Please notify this office if you have a change of address.

### **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

All information provided on the state examination/employment application and QAQ is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

## **Section I - Minimum Qualifications**

Items in this section request information about your minimum qualifications, and will be used to determine your eligibility to compete in this examination. Please answer each of the following questions.

### **Education Requirement**

Have you completed high school or its equivalent?

Yes No

### **Experience Requirement**

Do you have six months of experience in educating, nursing, counseling, or providing recreational activities or residential care for groups of children or for at least one disabled child?

Yes No

## Section II - Employment History

Please provide your employment history (paid and/or volunteer) as a Night Attendant. If you do not provide this information, your examination will not be scored. Your responses are subject to verification. List the names(s) of your employers, beginning with the most recent, where you performed the duties that pertain to the classification of Night Attendant. The dates of employment must include the month, day and year that your employment began and ended (i.e., 02/01/2005 – 02/01/2006), and hours you worked per week (i.e., 10, 20, 40, etc.). Ensure that all employers are also listed on your application (STD.678).

### Employer A

Employer Name:

Position Title:

Supervisor Name:  Phone Number:

Employed From Date:  Employed To Date:  Hours Worked Per Week:

### Employer B

Employer Name:

Position Title:

Supervisor Name:  Phone Number:

Employed From Date:  Employed To Date:  Hours Worked Per Week:

### Employer C

Employer Name:

Position Title:

Supervisor Name:  Phone Number:

Employed From Date:  Employed To Date:  Hours Worked Per Week:

### Employer D

Employer Name:

Position Title:

Supervisor Name:  Phone Number:

Employed From Date:  Employed To Date:  Hours Worked Per Week:

## Section III - Tasks

### Instructions

Using the rating scales provided below, rate your Recent Experience, Frequency, Length of Experience, Proficiency, and indicate what employer can verify your ability to perform each task statement. Items without a response and Supervisor Verification will not be scored.

**Recent Experience:** Select the box that indicates if you have performed the task within the last 24 months.

**Frequency:** Select the box that corresponds to how often you performed the task.

- **Daily** – I have performed this task on a daily basis.
- **Weekly** – I have performed this task at least once a week.
- **Monthly/Quarterly** – I have performed this task at least once a month or every three months.
- **Never** – I have no experience or have not performed this task.

**Length of Experience:** Select the box to indicate how long you have performed the task.

- **More than 3 years**
- **1-3 years**
- **1 month to 1 year**
- **No experience**

**Proficiency:** Select the box that best describes your proficiency level for each task.

- **Performed task independently** – I could effectively perform this task without any assistance.
- **Assisted with performing task** – I have some knowledge on how to perform this task, but may require additional instruction/guidance to complete the task effectively.
- **Have not performed this task** – I have no experience or have not performed this task.

**Supervisor Verification:** Refer to the list you provided on Employment/Supervisor Information page. Select a box or boxes (A, B, C, or D) to identify the employer(s)/supervisor(s) who can verify your response on each item. You may check more than one box in this category.

**Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by selecting one option for Recent Experience, Frequency, Length of Experience, and Proficiency. For the Supervisor Verification category, select all that apply.**

1. Assist students needing help with medical problems, sleeplessness, and emotional distress, by providing care and comfort.

**Recent Experience:** Have you performed this task in the last 24 months?

- Yes  No

**Frequency:**

- Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

- Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

- More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

- A  
 B  
 C  
 D

2. Supervise and assist students with early morning preparations, and ensure they are properly attired and ready for school.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

3. Enforce the rules of safety, and follow the Crisis Prevention Intervention (CPI) guidelines in order to avoid excessive force and improper physical contact.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

4. Analyze situations accurately, take effective action, and maintain order and security of students at all times.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes No

**Frequency:**

Daily  
Weekly  
Monthly/Quarterly  
Never

**Proficiency:**

Performed tasks independently  
Assisted with performing task  
Have not performed this task

**Length of Experience:**

More than 3 years  
1-3 years  
1 month - 1 year  
No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

5. Keep accurate records of attendance counts of all students assigned to the dormitory at the beginning, middle, and completion of each shift to ensure all students are accounted for.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes No

**Frequency:**

Daily  
Weekly  
Monthly/Quarterly  
Never

**Proficiency:**

Performed tasks independently  
Assisted with performing task  
Have not performed this task

**Length of Experience:**

More than 3 years  
1-3 years  
1 month - 1 year  
No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

6. Build a positive rapport with students and their parents in order to foster good relations.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

7. Actively participate in student's social skill development to ensure they grow and develop in a socially acceptable manner.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

8. Perform a physical count of students every ½ hour throughout the night and maintain an account of each student in order to ensure student health, safety, and welfare.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes No

**Frequency:**

- Daily  
Weekly  
Monthly/Quarterly  
Never

**Proficiency:**

- Performed tasks independently  
Assisted with performing task  
Have not performed this task

**Length of Experience:**

- More than 3 years  
1-3 years  
1 month - 1 year  
No experience

**Supervisor Verification:**

- A  
 B  
 C  
 D

9. Communicate effectively any information regarding student's well-being, including prowlers, hazardous conditions, or missing students.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes No

**Frequency:**

- Daily  
Weekly  
Monthly/Quarterly  
Never

**Proficiency:**

- Performed tasks independently  
Assisted with performing task  
Have not performed this task

**Length of Experience:**

- More than 3 years  
1-3 years  
1 month - 1 year  
No experience

**Supervisor Verification:**

- A  
 B  
 C  
 D



10. Ensure the building is properly secured, remain alert and awake and in assigned dormitory to ensure the safety and welfare of students in your care.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes No

**Frequency:**

- Daily  
Weekly  
Monthly/Quarterly  
Never

**Proficiency:**

- Performed tasks independently  
Assisted with performing task  
Have not performed this task

**Length of Experience:**

- More than 3 years  
1-3 years  
1 month - 1 year  
No experience

**Supervisor Verification:**

- A  
 B  
 C  
 D

11. Maintain current information regarding emergency evacuation and drill procedures.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes No

**Frequency:**

- Daily  
Weekly  
Monthly/Quarterly  
Never

**Proficiency:**

- Performed tasks independently  
Assisted with performing task  
Have not performed this task

**Length of Experience:**

- More than 3 years  
1-3 years  
1 month - 1 year  
No experience

**Supervisor Verification:**

- A  
 B  
 C  
 D

12. Display professionalism, tact, and decorum when dealing with students, staff, parents, and the public, and promote a positive educational image and environment.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

- Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

- Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

- More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

- A  
 B  
 C  
 D

13. Foster communication and adopt a team attitude toward co-workers.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

- Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

- Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

- More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

- A  
 B  
 C  
 D

14. Provide effective praise, corrective teaching, and appropriate role modeling to students in order to guide and ensure proper social development.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes No

**Frequency:**

- Daily  
Weekly  
Monthly/Quarterly  
Never

**Proficiency:**

- Performed tasks independently  
Assisted with performing task  
Have not performed this task

**Length of Experience:**

- More than 3 years  
1-3 years  
1 month - 1 year  
No experience

**Supervisor Verification:**

- A  
 B  
 C  
 D

15. Complete required paperwork to ensure pertinent information is properly and completely recorded.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes No

**Frequency:**

- Daily  
Weekly  
Monthly/Quarterly  
Never

**Proficiency:**

- Performed tasks independently  
Assisted with performing task  
Have not performed this task

**Length of Experience:**

- More than 3 years  
1-3 years  
1 month - 1 year  
No experience

**Supervisor Verification:**

- A  
 B  
 C  
 D

16. Wake students in the morning and ensure every student is out of bed in order to get ready for school.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

17. Encourage the development of healthy hygiene habits by supervising student's grooming during morning rounds.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

18. Protect children against physical and/or mental abuse by other children.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

19. Provide clear direction so students know what is expected of them in order to foster positive growth.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

20. Maintain routine records by documenting student activity in log books, emails, etc.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

21. Protect the school and individual property from defacement and damage.

**Recent Experience:** Have you performed this task in the last 24 months?

Yes  No

**Frequency:**

Daily  
 Weekly  
 Monthly/Quarterly  
 Never

**Proficiency:**

Performed tasks independently  
 Assisted with performing task  
 Have not performed this task

**Length of Experience:**

More than 3 years  
 1-3 years  
 1 month - 1 year  
 No experience

**Supervisor Verification:**

A  
 B  
 C  
 D

# Affirmation Statement

THIS AFFIRMATION MUST BE COMPLETED

*Government Code Section 18935:*

- a. The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:
  1. Lacks any of the requirements for the examination or position for which he or she applied.
  2. Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
  3. Has resigned from any position not in good standing in order to avoid dismissal.
  4. Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
  5. Has been found to be unsuited or not qualified for employment pursuant to rule.
- b. The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_