



Education Programs Assistant

General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Education Programs Assistant examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in the education field.

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.

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 Education Programs Assistant examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire and signed Affirmation Statement
- Evidence of completion of required credential/education (e.g. credential, transcript or diploma)

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 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

Applicant Name:

Date:

Section I - Minimum Qualifications

Items in this section request information about your minimum qualifications, and will be used to determine appointment eligibility.

Please answer the following questions by selecting the appropriate box.

Credential/Education Requirements

1. Do you have a valid California teaching credential with specialization in elementary, secondary, or community college teaching?
 Yes No
2. Do you have a credential or life diploma of equal authorization?
 Yes No
3. Do you have an earned master's degree?
 Yes No
4. Do you have an earned doctorate degree?
 Yes No

Experience Requirement

1. Do you have two years of teaching experience in elementary, secondary, or postsecondary education which shall have included demonstrated **educational leadership** in one or more of the following:
 - a. School or district committees
 Yes No
 - b. Professional education associations
 Yes No
 - c. Development of major curricula or programs
 Yes No
2. Do you have one year of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation?
 Yes No

Education Code 44000-44020 – A “credential” includes a credential, certificate, life document, life diploma, permit, certificate of clearance, or waiver issued by the Commission on Teaching Credentialing.

Education Code 44000-44020 – A “life diploma” is a document issued on the basis of a credential upon completion by the applicant of specified requirements.

Section II - Experience

Items in the following sections will be scored and used to determine your final rating.

Experience is acceptable only when it is a major part of the whole job and performed for at least 50% of the job duties. Experience which may have been gained as an occasional or incidental aspect of other work is not acceptable.

Please indicate your length of experience in the following areas by selecting the applicable box. Items without a response will not be scored.

1. Principles, practices, and trends in public and private elementary, secondary, and postsecondary education.
 - More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience

2. Academic subject-matter curriculum development and instructional methods.
 - More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience

3. Research and statistical methods.
 - More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience

4. Program planning and techniques.
 - More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience

5. Time management techniques to oversee the prioritization and completion of Division tasks and assignments.
 - More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience

6. Personal computer functioning, including both hardware and software for creating documents, conducting research, and communicating.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
7. Training methods and techniques to provide technical assistance to CDE staff, local educational agencies (LEAs), and the community regarding education programs.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
8. Effective oral and written communication in a courteous, professional manner with a variety of individuals taking into consideration the needs of the audience.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
9. Effective dissemination of information by preparing and presenting to diverse groups in a variety of settings.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
10. Use of variety of software programs for information gathering purposes and to produce written documents for effectively communicating information.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
11. Comprehension of reports, memos, manuals, and other job-related materials and documents to complete assigned tasks in a timely manner.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience

12. Leadership and creativity in the formulation and development of education programs.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
13. Complex research and analytical studies.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
14. Cooperative relationships with colleagues and other stakeholders.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
15. Working independently and under minimal supervision to prepare various documents in accordance with office policies and procedures.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
16. Application of educational policy in compliance with Federal and State laws.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
17. Critical thinking using logic and reasoning to identify strengths and weaknesses of alternative solutions or approaches to problems.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
18. Formulation of conclusions and recommendations after analyzing information.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience

19. Successful completion of multiple projects simultaneously within appropriate timeframes while maintaining a high level of work product.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
20. Following directions given by supervisors and managers to ensure work is complete per their instructions.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
21. Flexibility with time, assignments, and personalities to accommodate different ways of completing tasks with openness toward different views and working styles of co-workers.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience
22. Accepting constructive criticism regarding work products and practices in order to continually improve work performance.
- More than 5 years
 - More than 3, but less than 5 years
 - 1-3 years
 - Less than 1 year, or no experience

Section III - Task Experience

Experience is acceptable only when it is a major part of the whole job and performed for at least 50% of the job duties. Experience which may have been gained as an occasional or incidental aspect of other work is not acceptable.

Please indicate your level of experience for each task by selecting the applicable box. Items without a response will not be scored.

1. Development of policies and/or procedures for statewide educational programs to ensure compliance with various laws, rules, regulations.
 - I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.

2. Development of regulations to clarify Federal and State law utilizing various resources (i.e. Title 5, CCR, CA Ed Code, Code of Fed Regulations, U.S. Codes).
 - I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.

3. Application of Federal and State laws, rules, and regulations through the established program goals.
 - I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.

4. Review, analysis and proposal of new legislation to determine its impact.
 - I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.

5. Development of program specific training materials in accordance with Federal and State requirements.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
6. Delivery of information to a variety of stakeholders to facilitate implementation of education program requirements.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
7. Development of recommendations for policy changes needed for schools and LEAs to meet Federal and State requirements.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
8. Analysis of applicable data using relevant resources to determine program effectiveness in compliance with Federal and State program requirements.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
9. Investigation and resolution of complaints filed regarding program requirements, laws, and regulations.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.

10. Monitoring and/or compliance reviews of State educational programs to ensure adherence to State and Federal mandates.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
11. Research, analytical studies, and report preparation on current educational issues and trends throughout California and the nation in order to determine the effectiveness of California's educational programs.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
12. Design, development, and implementation of data collection systems to monitor compliance with applicable Federal and/or State requirements.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
13. Evaluation of data in order to monitor program effectiveness and to ensure target program improvements are consistent with Federal, State, and program requirements.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
14. Completion of grant applications to obtain supplemental funding for educational programs.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.

15. Development of Requests for Applications and Proposals for allocating grant funds, determining awards, and monitoring appropriate use of the allocated funds.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
16. Development, processing, and monitoring of contracts.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
17. Development and review of budgets and documents to obtain approval and funding for the resources needed to carry out program requirements.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
18. Establishment of professional working relationships with colleagues and other stakeholders in order to accomplish tasks in a timely manner.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
19. Professional communication skills (oral, written, and electronic) in order to effectively disseminate information, coordinate efforts, and provide services.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.

20. Maintaining a professional attitude when communicating with critical stakeholders.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.
21. Development and delivery of presentations to stakeholders to carry out the mission, vision, and goals of the agency.
- I am technically proficient to the point where I can effectively perform work in this area independently.
 - I have received education or training but would need guidance to effectively perform work in this area.
 - I have received little or no education or training related to how to perform work in this area.

Section IV - Administrative/Teaching Experience

Please indicate your experience in each of the following areas by selecting the appropriate box.

Note: Experience must be at a minimum of two years.

- Federal or State level administration
- County or District level administration
- Site/School level administration
- Classroom teaching – any levels
- Teacher on Special Assignment

Section V - Degrees and Credentials

Please indicate your specific education and/or current credential by selecting the appropriate box and complete the corresponding major, subject(s), type or title. Select all that apply.

- Bachelor's Degree

Major:

- Teaching Credential or Credential of equivalent authorization

Subject(s):

- Administration Credential or Credential of equivalent authorization

Type/Title:

- Master's Degree

Major:

- Doctorate Degree

Major:

- Other

Major/Subject(s)/Type/Title:

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: _____