



# California Department of Education Qualifications Assessment Questionnaire Supervising Counselor, School for the Deaf

## General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Supervising Counselor, School for the Deaf examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in areas of residential care for 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. 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 Schools for the Deaf in Fremont and Riverside to fill existing vacancies. It is required that you personally complete this examination accurately and without assistance.

Please note: Questions without a response will not be scored.

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 Supervising Counselor, School for the Deaf examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire
- Affirmation Statement
- Evidence of completion of required education (copies are acceptable)

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

California Department of Education  
Selection Services Office  
1430 N Street, Suite 1802  
Sacramento, CA 95814  
916-319-0857

### **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 and fill in the required education fields.

### American Sign Language Requirement

Can you communicate proficiently in American Sign Language?

Yes

No

### Education Requirement

Have you completed 18 semester units or equivalent of college level course work in the following areas: (Note: A minimum of three semester units or equivalent must be completed in at least three different areas.)

Yes

No

A. Child growth and development

Number of units completed:

B. Recreational planning and/or physical education methodology for children

Number of units completed:

C. Education techniques

Number of units completed:

D. English composition or report writing

Number of units completed:

E. Health science and hygiene

Number of units completed:

F. Psychology, sociology, behavioral sciences, handicapping conditions, family life, social work or rehabilitation

Number of units completed:

**OR**

Do you have equivalent to completion of a two-year college associate degree (60 or more units) in any major or a Certificate of Achievement requiring 18 or more semester units in child development, early childhood studies, American sign language, deaf studies, consumer and family services, sociology, or psychology?

Yes

No

## Experience Requirement

Do you have one year of experience in the California state service performing student-counseling duties in a class at a level of responsibility equivalent to a Counselor, School for the Deaf?

Yes

No

**OR**

Do you have three years of experience in educating, nursing, counseling, or providing recreational activities or residential care for groups of children, which must have included at least one year working as a lead or supervisor over other staff?

Yes

No

## Section II – Tasks

### Instructions

Using the rating scales provided below, you will rate your knowledge and experience performing specific job related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scales provided.

In responding to each statement, you may refer to your work experience, internship, or volunteer work.

All tasks pertain to experience in a school residential setting.

Items without a response will not be scored.

**Column # 1 - Knowledge** related to performing this task is defined as follows:

- **Extensive Knowledge:** I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations. I could instruct others on specific aspects of this task.
- **Moderate Knowledge:** I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.
- **Limited Knowledge:** I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.
- **No Knowledge:** I have no knowledge of how to perform this task or what it may entail.

**Column # 2 – Years of Experience:** I have performed this task for:

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

**Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 columns provided.**

**1. Planning and coordinating activities and programs which meet the identified needs of students.**

Knowledge related to performing this task:

I have performed this task for:

Extensive knowledge

More than 3 years

Moderate knowledge

1-3 years

Limited knowledge

1 month – 1 year

No knowledge

No experience

**2. Prepare or supervise the preparation of written schedules, activity plans, and student behavior management programs.**

Knowledge related to performing this task:

I have performed this task for:

Extensive knowledge

More than 3 years

Moderate knowledge

1-3 years

Limited knowledge

1 month – 1 year

No knowledge

No experience

**3. Supervise, train and provide guidance and expertise to staff ensuring they understand and adhere to all policies, procedures & guidelines in accordance with the CA Education Code.**

Knowledge related to performing this task:

I have performed this task for:

Extensive knowledge

More than 3 years

Moderate knowledge

1-3 years

Limited knowledge

1 month – 1 year

No knowledge

No experience

**4. Contact parents regarding the more difficult student behavior problems and coordinate the provision of non-school social, medical, and other services to students and parents.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**5. Ensure back-up support for Counselors in activities or in monitoring student behavior.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**6. Establish and enforce rules for behavior and policies and procedures to maintain order among students.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**7. Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**8. Develop and implement strategies to meet the needs of students in accordance with school policies.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**9. Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws and school policies.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**10. Meet with other professionals to discuss and evaluate individual students' needs and progress.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**11. Teach personal development skills, such as goal setting, independence, and self-advocacy to encourage and ensure student growth and development.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**12. Meet with parents and guardians to discuss their children’s progress and to determine priorities for their children and their resource needs.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**13. Communicate information to parents on after school programs that are available to support the successful development of living skills in students.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**14. Observe and evaluate students’ performance, behavior, social development, and physical health to ensure needs are being met and programs are being developed to support and address identified needs.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**15. Instruct students in daily living skills required for independent maintenance and self-sufficiency, such as hygiene, safety, and food preparation in accordance with Expected Schoolwide Learning Results (ESLRs).**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**16. Confer with other staff members to plan and schedule activities promoting a successful learning environment, following approved curricula in accordance with ESLRs.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**17. Collaborate with other staff and administrators in the development, evaluation, and revision of programs.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**18. Assist in extracurricular activities, such as clubs, student organizations, academic contests, sports and after school activities.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**19. Provide assistance in bus loading and unloading, and transporting students in school vehicles to ensure student safety.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience



**20. Adapt plans and schedules to meet changing priorities of work objectives, personnel, resources, and/or workload/program demands.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**21. Communicate with supervisors from other departments to address various issues and to resolve any conflicts in order to foster and maintain a professional learning environment to promote student growth and development.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**22. Properly document incident reports, concerns, permissions and any other information which requires parent/guardian notification in accordance with school policies and procedures.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**23. Hire new employees into the work unit in accordance with personnel practices and rules.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**24. Provide leadership to counselors, night attendants, and other staff within the work unit, to support the successful development of living skills in students.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**25. Establish consistent performance standards and expectations throughout the work unit to promote and encourage cohesiveness, teamwork, and collaboration.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**26. Monitor and document the work of subordinate employees to ensure that it meets established quality and timeliness standards.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**27. Provide coaching to subordinate employees relating to job assignments in order to improve performance and productivity.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**28. Encourage and support subordinate employees in taking responsible risks to develop improved or innovative solutions to work-related problems.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**29. Complete employee performance evaluations and probationary reports indicating accomplishments, performance goals, and areas of improvement.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**30. Shift priorities, staff, and resources to maximize the productivity and/or effectiveness of the work unit.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**31. Resolve disagreements and conflicts between staff members in order to achieve a harmonious and productive work unit.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**32. Plan, recommend and implement measures in resolving performance problems, applying appropriate disciplinary actions to improve employee's work performance in accordance with personnel policies.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**33. Provide on-the-job training to staff relating to the tasks of the position to effectively perform duties.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

**34. Assist in the development of policies and procedures to provide for an effective operation of the work unit in accordance with the student, parent, and staff handbook.**

Knowledge related to performing this task:	I have performed this task for:
Extensive knowledge	More than 3 years
Moderate knowledge	1-3 years
Limited knowledge	1 month – 1 year
No knowledge	No experience

## Section III – Knowledge, Skill and Ability (KSA)

### Instructions

Using the rating scale provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale provided.

In responding to each statement, you may refer to your work experience, internship, or volunteer work.

All KSAs pertain to experience in a school residential setting.

Items without a response will not be scored.

**Column # 1 – Years of Experience** applying this knowledge or ability:

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

**Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each statement.**

**1. Knowledge of daily living skills and how to instruct and apply these skills to a variety of student related situations.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**2. Knowledge of safety precautions and procedures in a school setting for Deaf students.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**3. Knowledge of challenges involved in the care of Deaf students in a residential school setting.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**4. Knowledge of individual needs and accommodations of Deaf students, including mental, physical, neurological, and emotional disabilities in a residential education environment.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**5. Knowledge of principles and techniques of planning and implementing student group activities with specific goals and objectives based on individual student and group needs.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**6. Knowledge of behavior management and modification techniques for managing Deaf students with behavioral and/or emotional problems in a residential school setting.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**7. Knowledge of techniques for planning and coordinating staffing and student activity schedules in order to provide adequate coverage for students.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**8. Knowledge of documentation requirements and techniques of student behavior and activities in order to ensure all pertinent information regarding students is accurately recorded.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**9. Ability to develop friendly and trusting relationships with students in order to promote and encourage positive relationships with others.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**10. Ability to effectively provide guidance and advice to Deaf students, both individually and in groups in order to meet their emotional and developmental needs.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**11. Ability to apply the principles and techniques of individual and group counseling in order to assist the academic and social development of Deaf students.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**12. Ability to communicate information and ideas orally and in writing in a clear manner using appropriate tone in order for others to understand.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**13. Ability to maintain good relationships with parents and other stake holders in order to promote a positive learning environment.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

**14. Ability to secure respect and cooperation of students and coworkers in order to promote a positive learning environment.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience



**15. Ability to maintain fair and consistent discipline in order to ensure positive development of student behavior.**

Experience applying this knowledge or ability:

More than 3 years

1-3 years

1 month – 1 year

No experience

## **Section IV – Education**

**Please indicate your specific education and/or degree by selecting the appropriate box and complete the corresponding major or subject(s). Check all that apply.**

Associate Degree

Major or subject(s):

Bachelor's Degree

Major or subject(s):

## **Location You Are Willing to Work**

**Please identify the location where you wish to establish eligibility below. Please indicate “California School for the Deaf, Fremont” and/or “California School for the Deaf, Riverside. If you fail to indicate a location, your eligibility will be established for the location nearest to the address listed on your application.**

California School for the Deaf, Fremont

California School for the Deaf, Riverside

## **Type of Appointment You Will Accept**

**Please check *one box only* next to the type of appointment you will accept.**

A: Permanent or Limited Term – Full Time, Part Time, or Intermittent

C: Permanent or Limited Term – Full Time only

M: Permanent or Limited Term – Part Time, or Intermittent only

D: Permanent only – Full Time only

K: Limited Term only – Full Time only

R: Permanent – Part Time or Intermittent or Limited Term – Full time, Part Time, or Intermittent

## **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:**

**Name (Printed):**

**Date:**

**Home Phone Number:**

**Work Phone Number:**