

# CHILD DEVELOPMENT ASSISTANT Exam Code: 3EDAA

**Department:** Department of Education

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

**Bulletin Date:** 12/14/2023

## CLASSIFICATION DETAILS

**Child Development Assistant**

**Range A:** $5,573.00 - $6,972.00 per month

**Range B:** $6,728.00 - $8,421.00 per month

View the **Child Development Assistant** classification specification at <https://www.calhr.ca.gov/state-hr-professionals/pages/2837.aspx>.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Examination Cut-off Dates: Monthly

Applications are accepted on a continuous basis and will be processed monthly. Applications must be received in this office prior to the cut-off date (15th day of the month). Applications received after the cut-off date will be placed in the next examination administration.

*Who Should Apply*

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

*How to Apply*

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete examination package:

* Employment Application form (STD 678) (<https://jobs.ca.gov/pdf/STD678.pdf>)
* Qualifications Assessment Questionnaire (<https://www.cde.ca.gov/re/di/jb/documents/cdaqaq.pdf>) and signed Affirmation Statement
* Evidence of possession of Valid Permit, Credential or Education (copy is acceptable)

All Examination/Employment Application must include “to” and “from” dates (month/day/year), time base, job titles, and duties performed. Applications received without this information will not be accepted.

Examination application package must be received by the cut-off date. Examination application packages received after the cut-off date will be held for the next examination administration. Examination application package must have original signatures. Indicate the Examination Title on the Examination/Employment Application form (STD 678).

**You may submit by mail to:**

California Department of Education

Human Resources Division

1430 N Street, Suite 1802

Sacramento, CA 95814

Attn: Examination & Recruitment Office

**In Person:**

California Department of Education

1430 N Street, Main lobby (drop box)

Sacramento, CA 95814

Attn: Examination & Recruitment Office

***DO NOT FORGET TO DATE STAMP*** prior to placing it in the drop box.

**Or by email to:**

[CDEEXAMS@cde.ca.gov](mailto:CDEEXAMS@cde.ca.gov) - Some confidential information may be blocked by our information security office; therefore, it is the applicant’s responsibility to ensure that each document complies with email restrictions.

### Special Testing Arrangements

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### Credential Requirements

Possession of a valid credential or permit authorizing public-school service in California. (Applicants who do not possess the required credential or permit will be admitted to the examination, but must secure the credential or permit before they will be considered eligible for appointment.) (A Master's Degree or equivalent in Child Growth and Development, Early Childhood Education, Social Work, or a related subject with emphasis in childhood development may be substituted for the credential requirement.)

Possession of a valid children's center supervision permit or comprehensive parent education credential or a credential of equivalent authorization. **and**

### Experience Requirements

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in the California state service applied toward the general experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

Two years of experience as a teacher in a child development, preschool, or related community action program, and one year of experience in one of the following:

1. As head teacher in one of the above schools or centers.
2. As a team leader of a differentiated staff in preschool education.
3. As a consultant, supervisor, or administrator in preschool education.

## POSITION DESCRIPTION

**Child Development Assistant**

This is the entry and first journey level in this series. This class is used as a permanent level for lesser skilled functions and as a training level for the higher professional levels in the series. The Assistant typically works under the general supervision of an Administrator in performing more routine administrative assignments and consultative services to local districts in such areas as screening applications for completeness and accuracy; obtaining documentation needed to bring funding applications to approvable condition, interpreting statutes, guidelines, and regulations; reviewing requests for budget transfers and amendments; inspecting sites and facilities for conformance with minimum standards; reviewing records of documentation of medical and dental screening, social services, and inventories of equipment and developing information on projects for records and statistical purposes. More experienced incumbents carry out administrative assignments, consultation, and assistance to local administrators of child development programs in less complex or sensitive phases of the program; and monitor program components, prepare reports, and make recommendations for improving project effectiveness or on funding of agencies. Incumbents may also work under the lead of a Consultant.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation –** Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation.** To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant’s:

### Knowledge of:

1. Modern principles, trends, and practices in children's centers and preschool

childhood education.

1. Educational programs for children from varied social, economic, and ethnic

backgrounds.

1. Growth and development patterns, and problems of young children.

### Ability to:

1. Demonstrate effective classroom procedures.
2. Establish and maintain cooperative relations with persons contacted in the course of the work.
3. Communicate effectively with individuals of various ethnic backgrounds.
4. Communicate effectively.
5. Analyze situations accurately and take effective action.
6. Develop curricula in the field of preschool education.
7. Formulate and carry out research studies.
8. Conduct conferences, workshops, and teachers' institutes.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Child Development Assistant classification will be established for: **California Department of Education and the Department of Social Services.**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and Veterans’ Preference Application (Std. form 1093) is available online at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>**.** Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## TESTING DEPARTMENTS

California Department of Education

## CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Education

Examination and Recruitment Office

1430 N Street, Suite 1802

Sacramento, CA 95811

Phone: 916-319-0857

Email: [cdeexams@cde.ca.gov](mailto:cdeexams@cde.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer** account at <http://www.jobs.ca.gov/>.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

It is the applicant’s responsibility to contact the California Department of Education’s Examination and Recruitment Office at 916-319-0857 after submission of application if a notice has not been received.

The California Department of Education reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.