



Education Administrator I

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 Administrator I 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 Administrator I 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 applicable box for each question.

Credential/Education Requirements

1. Do you have a valid California administration credential?
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

1A. Do you have one year of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Assistant, Range B?

Yes No

If yes, select the appropriate response:

1 year 2 years 3 years or more

1B. Do you have one year of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Consultant?

Yes No

2. Do you have three years 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 - Specialized Experience and Education

Please indicate if you have at least 3 years of experience and/or at least 12 semester units of education in the following areas by selecting the applicable box. 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.

1. Adult Education

Experience: 3 or More Years Education: 12 Semester Units

2. Assessment/Evaluation/Research

Experience: 3 or More Years Education: 12 Semester Units

3. Career Technical Education

Experience: 3 or More Years Education: 12 Semester Units

4. Categorical Programs

Experience: 3 or More Years Education: 12 Semester Units

5. Charter Schools

Experience: 3 or More Years Education: 12 Semester Units

6. Child Development

Experience: 3 or More Years Education: 12 Semester Units

7. Counseling

Experience: 3 or More Years Education: 12 Semester Units

8. Curriculum/Professional Development

Experience: 3 or More Years Education: 12 Semester Units

9. Education Finance

Experience: 3 or More Years Education: 12 Semester Units

10. Education options, such as: alternative schools, court and community, continuation and independent study schools

Experience: 3 or More Years Education: 12 Semester Units

11. English Learner

Experience: 3 or More Years Education: 12 Semester Units

12. General/Elementary Education

Experience: 3 or More Years Education: 12 Semester Units

13. High School Education

Experience: 3 or More Years Education: 12 Semester Units

14. Middle School Education

Experience: 3 or More Years Education: 12 Semester Units

15. Migrant Education

Experience: 3 or More Years Education: 12 Semester Units

16. Nutrition Education

Experience: 3 or More Years Education: 12 Semester Units

17. Postsecondary Education

Experience: 3 or More Years Education: 12 Semester Units

18. School Facilities

Experience: 3 or More Years Education: 12 Semester Units

19. Special Education

Experience: 3 or More Years Education: 12 Semester Units

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. Provide technical assistance to educational entities (i.e. schools, school districts, county offices of education, and other organizations).

A. I am technically proficient to the point where I can effectively direct work in this area.

B. I have received education or training but would need guidance to effectively direct work in this area.

C. I have received little or no education or training related to how to direct work in this area.

2. Establish and maintain collaborative working relationships with internal and external stakeholders to support the successful implementation of education programs.

A. I am technically proficient to the point where I can effectively direct work in this area.

B. I have received education or training but would need guidance to effectively direct work in this area.

C. I have received little or no education or training related to how to direct work in this area.

3. Interpret and implement federal and state laws, rules, and regulations to ensure compliance and establish program goals.

A. I am technically proficient to the point where I can effectively direct work in this area.

B. I have received education or training but would need guidance to effectively direct work in this area.

C. I have received little or no education or training related to how to direct work in this area.

4. Prepare complex documents.

- A. I am technically proficient to the point where I can effectively direct work in this area.
- B. I have received education or training but would need guidance to effectively direct work in this area.
- C. I have received little or no education or training related to how to direct work in this area.

5. Facilitate coordination of educational programs and services.

- A. I am technically proficient to the point where I can effectively direct work in this area.
- B. I have received education or training but would need guidance to effectively direct work in this area.
- C. I have received little or no education or training related to how to direct work in this area.

6. Develop policies and procedures for educational programs.

- A. I am technically proficient to the point where I can effectively direct work in this area.
- B. I have received education or training but would need guidance to effectively direct work in this area.
- C. I have received little or no education or training related to how to direct work in this area.

7. Develop and conduct workshops, conferences, and seminars.

- A. I am technically proficient to the point where I can effectively direct work in this area.
- B. I have received education or training but would need guidance to effectively direct work in this area.
- C. I have received little or no education or training related to how to direct work in this area.

8. Review, investigate, and/or respond to inquiries from the public.

- A. I am technically proficient to the point where I can effectively direct work in this area.
- B. I have received education or training but would need guidance to effectively direct work in this area.
- C. I have received little or no education or training related to how to direct work in this area.

9. Collect data and analyze information to determine the effectiveness of educational programs.

- A. I am technically proficient to the point where I can effectively direct work in this area.
- B. I have received education or training but would need guidance to effectively direct work in this area.
- C. I have received little or no education or training related to how to direct work in this area.

10. Propose, review, and analyze legislation and/or regulations related to educational programs.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
11. Advocate for educational policies and programs.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
12. Monitor contracts and/or grants (i.e. program and budget compliance).
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
13. Conduct grant award and scoring process.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
14. Design and implement data collection systems.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
15. Present ideas clearly and concisely in verbal and written form.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.

16. Analyze situations accurately and take appropriate action.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
17. Assume leadership and exercise creativity to develop and implement educational programs, curriculum, and professional development.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
18. Serve as a subject matter expert on educational programs, curriculum, and professional development.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
19. Use research methods and statistical techniques.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
20. Prepare budget, contract, and grant proposals to request operational resources.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
21. Produce curriculum, professional development learning experiences, scripts for multi-media, technologies including interactive online learning, Web pages, video production, and Web conferences.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.

Section IV - Task Experience - Supervision

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. Hire new employees in accordance with established personnel practices.
 - A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
2. Establish and implement consistent performance standards and expectations throughout the work unit to meet job requirements.
 - A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
3. Plan, coordinate, and assign work to staff in order to accomplish objectives consistent with departmental goals.
 - A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
4. Coach, train, and mentor staff.
 - A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
5. Review work products for accuracy and completeness.
 - A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.

6. Encourage and support staff to independently take responsibility for developing solutions to work related problems.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
7. Recognize the accomplishments and achievements of staff in order to foster employee morale and productivity.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
8. Complete employee performance evaluations and provide periodic feedback.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
9. Document employee performance and complete disciplinary actions when necessary.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
10. Apply basic mediation and negotiation techniques to effectively and appropriately resolve complex situations.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.
11. Conduct and participate in meetings and work groups that may include advisory bodies, commissions, committees, and stakeholder groups.
- A. I am technically proficient to the point where I can effectively direct work in this area.
 - B. I have received education or training but would need guidance to effectively direct work in this area.
 - C. I have received little or no education or training related to how to direct work in this area.

Section V - 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 three years.

- Federal or State level administration
- County or District level administration
- Site/School level administration
- Classroom teaching – all levels

Section VI - 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: _____