

School Health Education Consultant

General Instructions

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

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 must 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 a complete examination application package for the School Health Education Consultant examination:

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

PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

California Department of Education
Selection Services Office
1430 N Street, Room 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, Selection Services 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

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.

Credential Requirements:

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 Teacher 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.

1. Do you have a valid credential or permit authorizing public school service in California?
 Yes
 No
2. Do you have a valid administration credential or credential or life diploma of equivalent authorization?
 Yes
 No

Education Substitution of Credential Requirement:

3. Do you have an earned master's degree or equivalent in Education or Public Health or a related field?
 Yes
 No

Experience Substitution of Credential Requirement:

4. Do you have one year of experience in the California Department of Education performing the duties of a professional education class at a level equivalent to School Health Education Assistant, Range B?
 Yes
 No

Experience Requirements:

1. Do you have one or more years of experience in the California State service performing health education duties of a class with a level of responsibility equivalent to that of School Health Education Assistant, Range B?
 Yes
 No
If yes, choose the appropriate response below:
 1-2 years 3-4 years 5 or more years
2. Do you have two or more years of administrative, supervisory or equivalent staff level experience in school or community health which shall have developed a comprehensive knowledge of, and competence in school health education?
 Yes
 No

Section II - Task Experience

Instructions

Using the rating scale provided below, you will self-rate your years of experience performing specific job-related tasks.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid.

1. Serve as a statewide subject matter expert on school health education to different entities.
 - 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task

2. Oversee allocation of funds to support professional development of teachers, school nurses, and health educators in order to educate students on physical, social, mental, and emotional health.
 - 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task

3. Promote health education programs to ensure the physical, social, mental, and emotional health of students.
 - 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task

4. Conduct health education training for teachers, community health educators, nurses, and school employees to ensure all training requirements are met.
 - 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task

5. Oversee school health programs.
 - 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task

6. Provide educational tools, guidance, and technical assistance to different entities in health education.
- 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task
7. Conduct program planning and evaluation of school health education programs.
- 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task
8. Review and approve agreements and contracts in order to manage daily operational needs.
- 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task
9. Analyze proposed and enacted legislation to determine impact on programs.
- 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task
10. Plan, conduct and participate in conferences, workshops, committees, training programs or community meetings.
- 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task
11. Conduct in person or online site monitoring visits.
- 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task
12. Collaborate with staff to develop health education materials.
- 0-1 year of experience performing this task
 - 1-2 years of experience performing this task
 - 2-3 years of experience performing this task
 - more than 4 years of experience performing this task

13. Develop, implement, and administer funding proposals.

- 0-1 year of experience performing this task
- 1-2 years of experience performing this task
- 2-3 years of experience performing this task
- more than 4 years of experience performing this task

14. Respond to written and verbal requests or correspondence.

- 0-1 year of experience performing this task
- 1-2 years of experience performing this task
- 2-3 years of experience performing this task
- more than 4 years of experience performing this task

Section III - Knowledge and Abilities Assessment

Instructions

Using the rating scale provided below, you will self-rate your level of knowledge and ability.

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 your depth of knowledge or ability related to the action.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid. Knowledge and ability related to performing this action is defined as follows:

- **None:** I do not possess knowledge or ability in this area.
- **Limited:** I possess some knowledge or ability but may require additional instruction to apply this knowledge or ability effectively.
- **Moderate:** I possess sufficient knowledge or ability that has allowed me to perform tasks successfully and I have applied it to an actual job.
- **Extensive:** I possess expert knowledge or ability to the extent that I have effectively performed tasks in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge or ability.

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 item.

1. Modern principles, practices and trends related to school, public and/or community health education programs.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

2. Attitudes, beliefs, and behaviors related to specific content area of health education.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

3. Provisions of the Education Code, Health and Safety Code relating to school health to improve health and save lives.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

4. Functions and purposes of State and Federal agencies providing health services for children and youth.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

5. Training techniques and strategies.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

6. Principles and practices related to instruction on alcohol, tobacco, marijuana, other drugs, nutrition, dental health, comprehensive sexual health, and violence prevention.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

7. Current developments and research in school health education.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

8. Provide leadership and direction to statewide school health programs.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

9. Establish and maintain cooperative relationships with persons contacted in the course of work.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

10. Communicate effectively in order to exchange information and provide guidance to staff, the public, and other entities.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

11. Analyze situations accurately and take effective action to solve complex problems.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

12. Conduct conferences, workshops and training programs as a subject matter expert on school health education policies, issues, etc.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

13. Relate health education programs to health service programs to ensure all students receive high quality school health programs.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

14. Analyze and evaluate materials relevant to school health in order to determine and implement effective and appropriate education materials.

Knowledge or ability related to performing this action:

- None
- Limited
- Moderate
- Extensive

Section IV - Specialized Experience

Instructions

Please indicate your years of experience in the following areas.

Note: 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.

Areas of Experience:

1. Assessment/Evaluation/Research

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- more than 4 years of experience

2. Child Development

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- more than 4 years of experience

3. Curriculum/Professional Development

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- more than 4 years of experience

4. Program Development & Leadership

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- more than 4 years of experience

5. Policy Development/Analysis

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- more than 4 years of experience

6. Data Collection & Analysis

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- more than 4 years of experience

7. Parent & Community Engagement
- 0-1 year of experience
 - 1-2 years of experience
 - 2-3 years of experience
 - more than 4 years of experience
8. Grant Writing/Contract Development
- 0-1 year of experience
 - 1-2 years of experience
 - 2-3 years of experience
 - more than 4 years of experience
9. Health Education
- 0-1 year of experience
 - 1-2 years of experience
 - 2-3 years of experience
 - more than 4 years of experience
10. Organizational Development
- 0-1 year of experience
 - 1-2 years of experience
 - 2-3 years of experience
 - more than 4 years of experience
11. Preschool/Pre-Kindergarten Education
- 0-1 year of experience
 - 1-2 years of experience
 - 2-3 years of experience
 - more than 4 years of experience
12. Secondary Education (Middle & High School)
- 0-1 year of experience
 - 1-2 years of experience
 - 2-3 years of experience
 - more than 4 years of experience
13. Classroom Instruction in any grade K-12
- 0-1 year of experience
 - 1-2 years of experience
 - 2-3 years of experience
 - more than 4 years of experience

Section V - Administrative Experience

Instructions

Please indicate whether you have two or more years of experience in each of the following areas.

1. Federal or State level administration of programs
 Two or more years
2. County/District/Agency level administration
 Two or more years
3. Site/School level administration
 Two or more years

Section VI - Degrees and Credentials

Instructions

Please indicate your specific education and/or current credential and complete the major, subject(s), type, or title. Failure to provide proof will affect the scoring of your exam.

Doctorate

Doctorate Major: _____

Administrative Credential

Credential Number: _____

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: _____