

## Supervisor of Residence Programs, School for the Blind

### General Instructions

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

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 Supervisor of Residence Programs, School for the Blind 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 education (copies are acceptable)

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

California Department of Education  
Examination and Recruitment 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, 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

## 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, and fill in the number of units earned in each subject area.

### Education Requirement

1. 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**

2. Do you have equivalent to completion of a two-year college associate degree 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

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

Yes       No

2. Do you have four years of experience in educating, nursing, counseling, or providing recreational activities or residential care for groups of children, which must have included at least two years as a supervisor over other employees?

Yes       No

## Section II - Tasks

### Instructions

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

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

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:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or 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. Plan and direct a residential program for blind students, including students with multiple disabilities in a residential school settings.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**2. Collaborate with supervising teachers to address academic problems of individual students to foster development and growth.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**3. Participate on discipline committees, admission review committee, or emergency planning committee to assist and/or provide information to the school administrative team.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**4. Collaborate with school psychologist by communicating issues and behaviors of students in order to support positive behavior.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**5. Oversee the development of age appropriate recreational, and social activities for disabled students in a residential program designed to enhance students' social, emotional, and life skills.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**6. Participate in student disciplinary action meetings and collaborate between school and residential programs to aid in a timely resolution.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**7. Manage transportation services who oversee the travel needs of students to ensure transportation runs efficiently and the students are safe.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**8. Prepare written documentation on varied/sensitive/complex matters to resolve issues, provide information, options, and/or recommendations related to Residence Programs.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**9. Serve as liaison regarding medical and nutritional needs of students to provide solutions and/or resolve issues by providing consultation and technical guidance.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**10. Serve as liaison to volunteers and outside contractors to provide solutions and/or resolve issues by providing consultation and technical guidance.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**11. Train residential staff on the implementation of activities and programs for disabled students in a residential program to ensure continued health, safety, education, recreational, and general well-being of students.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**12. Train parents and families on topics related to social behavior, self-care, activities of daily living and recreational skills of students with visual impairments to help facilitate instruction in social and independent living skills.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**13. Educate students and families through workshops, individual communication or connecting families with resources to increase student learning.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**14. Maintain communication with families, students, and Individual Education Plan (IEP) team members to support IEP Goals.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**15. Hire, supervise, and train residential counselors and other assigned staff that support the residential program.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**16. Plan, coordinate, and assign work to others (e.g. supervising counselors, transportation coordinator, security guards, office technician).**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**17. Facilitate communication between residential counselors by conducting regular meetings to assure consistent and age appropriate social and behavioral expectations are maintained for all students.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**18. Maintain and update a policy and procedure manual and a supervising counselors' job reference binder.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**19. Review and complete annual employee performance evaluations and probationary reports indicating accomplishments, performance goals, and areas of improvement using standard forms.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**20. Implement measures to resolve employee performance problems or apply appropriate disciplinary actions.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**21. Apply basic mediation and negotiation techniques to effectively and appropriately approach complex situations and circumstances that require compromise or concession from one or more involved parties.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**22. Review and approve travel expense claims submitted by staff.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**23. Manage security department staff to ensure the safety and security of students and staff.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**24. Adjust priorities, employees, and resources to maximize the productivity and/or effectiveness of the work unit to ensure program continuity and health and safety of students.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

**25. Observe and evaluate students' performance, behavior, social development, and physical health to ensure programs are being developed to support and address any identified needs.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

Length of Experience:

- 4 years or more
- More than 2, but less than 4 years
- 1 - 2 years
- Less than 1 year, or no experience

## Affirmation Statement

THIS AFFIRMATION MUST BE COMPLETED

*Government Code Section 18935:*

1. 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.
2. 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: \_\_\_\_\_