

Supervisor of Residence Programs, 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 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.

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 examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire and Affirmation Statement
- Evidence of completion of required education (e.g., copy of transcript or diploma)

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

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 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

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 placing an "X" in the applicable box.

Sign Language Requirement

Can you communicate proficiently in American Sign Language?

Yes No

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:

b. Recreational Planning and/or Physical Education Methodology for Children

Number of Units:

c. Education Techniques

Number of Units:

d. English Composition or Report Writing

Number of Units:

e. Health Science and Hygiene

Number of Units:

f. Psychology, Sociology, Behavioral Sciences, Handicapping Conditions, Family Life, Social Work, or Rehabilitation

Number of Units:

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 the class of Supervising Counselor, School for the Deaf?
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 employee?
Yes No

Section II - Tasks

Using the rating scale(s) 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.

Column # 1 - Knowledge related to performing this task:

- 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 – Length of Experience performing this task:

- 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 deaf/hard of hearing students and/or students with disabilities.

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. Approve and sign off on internal and external written communications (e.g., memos, letters, email, or reports).

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. Evaluate performance of employees to ensure that they meet quality, and timeliness standards in accordance with the school policies, duty statements and job expectations.

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. Prepare and conduct employee evaluations.

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. Provide appropriate guidance, direction, support and involvement to subordinate 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

6. Mediate complex situations using negotiation techniques, tact and diplomacy.

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. Establish regular scheduled meetings with subordinate employees and other supervisors to share information, developments and discuss work-related issues.

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. Monitor documents and processes for subordinate employees (e.g., approval of sick leave, requests for time off, timesheets and other personnel related issues).

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. Oversee the preparation of accurate reports of student/parent conferences, injuries, accidents and incidents.

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. Assist subordinate supervisors in implementing measures to resolve 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

11. Provide assistance in a supervisory capacity in employee selection, interview and hiring processes.

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. Oversee the inventories of furniture, equipment and other materials utilized in 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

13. Develop age appropriate recreational and social activities for students utilizing activity plan forms and calendars.

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. Ensure the health, welfare and safety of students through regular review of student activities and inspection of building facilities.

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. Conduct and identify training needs analyses to determine the level and type of training required by employees and to ensure all mandatory trainings are complete.

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. Provide on-the-job training to employees.

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

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. Use American Sign Language to communicate with students, employees and parents.

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. Practice positive team building techniques and activities.

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. Review and assess information on new and returning students when determining cottage (residence) assignments.

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. 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

22. Provide assistance in a supervisory capacity in the Positive Behavior Intervention plan to ensure fair and equal treatment 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

23. Review student's disciplinary actions and recommended suspensions in accordance to school policies, safety rules and ethics.

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. Take appropriate actions regarding allegations of sexual, physical and emotional abuse 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. Plan and oversee the supervision of field trips and experiential activities to guide and promote student learning from those activities.

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

26. Manage transportation services for the travel needs 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

27. Conduct conference meetings with parents regarding student incident reports, concerns and any other information which requires parent's notification.

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

28. Participate in the development of individual student development plans with academic and other school professional employees to address student behavior problems.

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

29. 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:

- 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

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

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

31. Develop, implement, and assess policies and procedures to provide for an effective operation of 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

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 Employment 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
- D: Permanent only – Full Time only
- K: Limited Term only – Full Time only
- M: Permanent or Limited Term – Part Time, or Intermittent 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: _____ Date: _____

Name (Printed): _____

Home Phone Number: _____ Work Phone Number: _____