

## Supervising Counselor, 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 Supervising Counselor, School for the Blind examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in areas of residential care for students, both on and off campus.

The QAQ is the examination and will account for 100% of your score. It is important that you fill out the QAQ completely. Your responses should be an accurate reflection of your experience, education and training. If you are successful, your name will be placed onto an eligible list for the classification listed above. The list will be used by the California Department of Education School for the Blind in Fremont to fill existing vacancies. It is required that you personally complete this examination accurately and without assistance.

Please note: Questions without a response will not be scored.

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 Supervising Counselor, School for the Blind examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire
- 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

### 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 and fill in the required education fields.

### Education Requirement

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**

Do you have equivalent to completion of a two-year college associate degree (60 or more units) 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

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

Yes     No

**OR**

Do you have three years of experience in educating, nursing, counseling, or providing recreational activities or residential care for groups of children, which must have included at least one year working as a lead or supervisor over other staff?

Yes     No

## Section II - Tasks

### Instructions

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

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 from the scales provided.

In responding to each statement, you may refer to your work experience, internship, or volunteer work. 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:

- More than 3 years
- 1-3 years
- 1 month – 1 year
- 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. Instruct students in independent living and teach social skills in order to foster growth and development.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**2. Plan and organize group and individual recreational leisure activities for students.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**3. Reinforce individual educational goals of students in order to foster intellectual growth and development.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**4. Collaborate with educators to plan and implement instructional goals and programs consistently to ensure all program goals and objectives are met.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**5. Participate in staff training and demonstrate acquisition of learned skills to foster professional development and growth.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**6. Communicate effectively with parents and stakeholders in order to disseminate information regarding their students.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**7. Prepare written summaries of communication with families to ensure all pertinent information regarding students are accurately recorded.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**8. Complete written reports such as log entries, behavioral notes, incident or accident reports.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**9. Communicate with students, parents, infirmity staff and/or supervisors regarding students' medical history to ensure these needs are met and documented.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**10. Serve as a resource person for students, teachers or parents to facilitate educational or behavioral programs.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**11. Record student's daily attendance utilizing appropriate documentation.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**12. Supervise students at all times both on and off campus to ensure student safety.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**13. Work as a team member to develop positive working relationships with students, coworkers and school staff.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**14. Prepare and maintain accurate student records to ensure compliance with state and federal reporting laws, rules, regulations, and school policies and procedures.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**15. Implement individual and group behavior management plans to ensure fair and consistent disciplinary practices for students.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**16. Facilitate social interaction between students to foster the development of communication skills.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**17. Attend in-service professional development and on-the-job training as necessary to foster professional growth and stay abreast of current trends in the care of blind and visually impaired students.**

Knowledge related to performing this task:

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

I have performed this task for:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

## Section III - Knowledge, Skills and Abilities (KSA)

### Instructions

Using the rating scale provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

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 from the scale provided.

In responding to each statement, you may refer to your work experience, internship, or volunteer work. All KSAs pertain to experience in a school residential setting.

Items without a response will not be scored.

**Column # 1 – Years of Experience** applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month – 1 year
- 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 statement.**

**1. Knowledge of appropriate methods and behaviors in a school setting for disabled students.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**2. Knowledge of good personal hygiene practices in order to assist students in developing and maintaining appropriate personal hygiene and grooming habits.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**3. Knowledge of daily living skills and how to instruct and apply these skills to a variety of student related situations.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**4. Knowledge of safety precautions and procedures in a school setting for disabled students.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**5. Knowledge of basic behavior management techniques for disabled students in a residential school setting.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**6. Knowledge of the challenges involved in the care of disabled students in a residential school setting.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**7. Knowledge of principles and applications of guidance for students in a residential school setting.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**8. Knowledge of individual needs and accommodations of disabled students including mental, physical, neurological, and emotional disabilities in a residential education environment.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience



**9. Knowledge of age appropriate training sequences for the development of life skills for disabled students in a residential school setting.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**10. Knowledge of principles and techniques of planning and implementing student's group activities with specific goals and objectives based on individual student and group needs.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**11. Knowledge of behavior management and modification techniques for managing blind students with behavioral and/or emotional problems.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**12. Knowledge of techniques for planning and coordinating staffing and student activity schedules in order to provide adequate staff to student ratio.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**13. Knowledge of the principles of effective communication in order to provide clear, concise directions.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**14. Knowledge of documentation requirements and techniques of student behavior and activities in order to ensure information regarding students is accurately recorded.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**15. Knowledge of staff member's duties to effectively schedule proper coverage of students at all times.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**16. Knowledge of a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free from discrimination and harassment.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**17. Ability to provide responsible care and instruction for students in the activities of daily living to prepare students to live independently in the future.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**18. Ability to develop friendly and trusting relationships with students to promote and encourage positive relationships with others.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**19. Ability to maintain order and security during sleeping hours.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**20. Ability to follow a training plan for living skills and behavior management of students.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**21. Ability to write comprehensive and anecdotal reports.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**22. Ability to effectively provide guidance and advice to blind students both individually and in groups to meet their emotional and developmental needs.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**23. Ability to apply the principles and techniques of individual and group counseling to assist the academic and social development of students.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**24. Ability to supervise physical activities of students.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**25. Ability to communicate information and ideas orally and in writing in a clear manner using appropriate tone.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**26. Ability to maintain good relationships with parents and other stake holders.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**27. Ability to secure respect and cooperation of students and coworkers.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**28. Ability to maintain fair and consistent discipline.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**29. Ability to effectively manage blind students with behavioral and/or emotional problems.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**30. Ability to treat students fairly and without favoritism in order to foster equality.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**31. Ability to encourage teamwork among staff members and students.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**32. Ability to effectively assign, supervise, train and provide leadership to staff.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**33. Ability to effectively plan, develop, organize, and schedule activities and programs for blind students.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**34. Ability to effectively document student behavior incidents and other reports.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

**35. Ability to recognize symptoms requiring medical or other special care in order to respond to emergency or urgent care needs of students.**

Experience applying this knowledge or ability:

- More than 3 years
- 1-3 years
- 1 month - 1 year
- No experience

## Section IV - Education

Please indicate your specific education and/or degree by selecting the appropriate box and complete the corresponding major or subject(s). Check all that apply.

Associate Degree

Major or subject(s):

Bachelor's Degree

Major or subject(s):

## 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: \_\_\_\_\_