



Child Development Assistant

General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Child Development Assistant examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in child development 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 must be an accurate reflection of your experience, education, and training.

In order to apply for this examination, you must submit a complete examination application package. Missing information may delay the processing of your examination.

The following documents comprise a complete examination application package for the Child Development Assistant examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire and signed Affirmation Statement
- Evidence of possession of Valid Permit, Credential or Education (copies are acceptable)

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 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

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 Requirement

1. Do you have a valid credential or permit authorizing public-school service in California?
Yes No
2. Do you have a valid children's center supervision permit or comprehensive parent education credential or a credential of equivalent authorization?
Yes No
3. Do you have an earned master's degree in Child Growth and Development, Early Childhood Education, Social Work, or a related subject with emphasis in childhood development?
Yes No

Experience Requirement

1. Two years of experience as a teacher in a child development, preschool, or related community action program, and one year of experience in one of the following:
 - i. As head teacher in one of the above schools or centers.
 - ii. As a team leader of a differentiated staff in preschool education.
 - iii. As a consultant, supervisor, or administrator in preschool education.Yes No

If yes, select the appropriate box below:

- 2-3 years 4-5 years 6 or more years

Section II - Task Experience

Please indicate your years of experience in the following areas by selecting the corresponding response. Items without a response will not be scored.

1. Support programs with training and technical assistance to improve and implement program quality and inclusion.
 - 2-3 years
 - 4-5 years
 - 6 or more years

2. Enhance and expand quality services to children with required monitoring, training, and technical assistance utilizing state regulations and contract requirements.
 - 2-3 years
 - 4-5 years
 - 6 or more years

3. Consults with representatives from the early education community to develop and implement various early education activities that promote the vision, mission, and goals of their respective state agency.
 - 2-3 years
 - 4-5 years
 - 6 or more years

4. Participate in program review processes.
 - 2-3 years
 - 4-5 years
 - 6 or more years

5. Assist in the development of guidance including resources for training and technical assistance to support and improve child outcomes and promote programs that are inclusive and supportive of dual language learners.
 - 2-3 years
 - 4-5 years
 - 6 or more years

6. Conducts early childhood on-going monitoring to promote quality program improvement.
 - 2-3 years
 - 4-5 years
 - 6 or more years

7. Maintain electronic communication platforms, email inboxes, and notes to ensure timely and effective communication.
- 2-3 years
 - 4-5 years
 - 6 or more years
8. Adhere to program improvements through observation, data collection, and review in accordance with current laws and regulations to ensure compliance.
- 2-3 years
 - 4-5 years
 - 6 or more years
9. Experience with current early childhood trends, practices, and monitoring tools.
- 2-3 years
 - 4-5 years
 - 6 or more years
10. Present and attend meetings virtually or in person as a subject matter expert.
- 2-3 years
 - 4-5 years
 - 6 or more years
11. Prepare written correspondence.
- 2-3 years
 - 4-5 years
 - 6 or more years
12. Participate in all office staff related meetings and workgroups to keep supervisors apprised of the status of projects and problems.
- 2-3 years
 - 4-5 years
 - 6 or more years
13. Assist a variety of audiences with the sharing of current laws and regulations for the purpose of understanding and implementation.
- 2-3 years
 - 4-5 years
 - 6 or more years

14. Knowledge of fiscal requirements to review budget plans.
- 2-3 years
 - 4-5 years
 - 6 or more years
15. Assist others with assigned workload activities and requirements in order to decrease the timeframe for completion of tasks.
- 2-3 years
 - 4-5 years
 - 6 or more years
16. Prepare professionally written responses to letters and other inquiries to support effective communication.
- 2-3 years
 - 4-5 years
 - 6 or more years
17. Collect and analyze data to develop tools, training, and technical assistance.
- 2-3 years
 - 4-5 years
 - 6 or more years
18. Prepare for monthly and/or quarterly meetings in order to engage with participants.
- 2-3 years
 - 4-5 years
 - 6 or more years
19. Actively participate as a team to develop early childhood program policies.
- 2-3 years
 - 4-5 years
 - 6 or more years
20. Collaborate with interested parties to support implementation of high quality and inclusive early childhood programs and address core areas around multilingualism, cultural and linguistic responsiveness, and equity.
- 2-3 years
 - 4-5 years
 - 6 or more years

21. Assist in the development of updated guidance, policy, and regulations in support of the program implementation of new requirements.
- 2-3 years
 - 4-5 years
 - 6 or more years
22. Research, analyze current issues, and develop materials when needed and required.
- 2-3 years
 - 4-5 years
 - 6 or more years
23. Assist with the development, execution, and implementation of various funding applications and contracts using the appropriate manuals, materials, and tools.
- 2-3 years
 - 4-5 years
 - 6 or more years
24. Participate in special projects and workgroups as assigned, including ones related to multilingual supports and equity to expand child care access.
- 2-3 years
 - 4-5 years
 - 6 or more years
25. Research current educational, multilingual, and equity issues relating to early childhood programs and stay current on trends in early education, supporting dual language learners, and cultural responsiveness, including tribes and other minority groups to support the accessibility of early childhood programs.
- 2-3 years
 - 4-5 years
 - 6 or more years
26. Prepare updates, develop recommendations, and communicate program success and opportunities to leadership to accomplish program goals and objectives.
- 2-3 years
 - 4-5 years
 - 6 or more years

Section III - Teaching, Consultant Supervisor or Administrator Experience

Please indicate your years of experience in any of the following areas by selecting the corresponding response.

Note: Experience must be a minimum of two years in any of the following areas:

1. Early Childhood Administration
2. Early Childhood Supervision
3. Early Childhood Consultant or Specialist
4. Early Childhood Classroom Teaching

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: _____