

Education Administrator II

General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Education Administrator II 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 must be included in your examination application package for the Education Administrator II examination:

- Completed Employment Application (STD. 678)
- Qualifications Assessment Questionnaire and signed Affirmation Statement
- Evidence of completion of required education/credential requirement (copies are acceptable)

NOTE: Failure to provide evidence of your administrative credential and/or highest level of education will affect the scoring of your examination.

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

Education Administrator II - California Department of Education

Thank you for your interest in employment with the State of California. The California civil service selection system is merit-based, and eligibility for appointment is established through a formal examination process. The Education Administrator II examination consists of a Qualifications Assessment Questionnaire that will be used to evaluate your experience, education, and training in the education field.

This is a scored test and will account for 100% of your rating. It is important to complete the questionnaire accurately. Your responses are subject to verification, and should be an accurate reflection of your experience, education, and training.

Qualifications Assessment Questionnaire

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 appropriate response for each question.

Credential or Advanced Education Requirement

1. Do you have a valid CA Administration credential or credential or life diploma of equivalent authorization?
☐ Yes ☐ No
2. Do you have an earned master's or doctorate degree?
☐ Yes ☐ No

Experience Requirement

1. A. Do you have experience in the California State service performing professional education duties at a level of responsibility equivalent to that obtained in the class of **Education Administrator I**?
☐ Yes ☐ No
If yes, select the appropriate response:
☐ 1 year or more ☐ 4 or more years ☐ 6 or more years ☐ 10 or more years
1. B. Do you have experience in the California State service performing professional education duties at a level of responsibility equivalent to that obtained in the class of **Education Programs Consultant**?
☐ Yes ☐ No
If yes, select the appropriate response:
☐ 2 or more years ☐ 4 or more years ☐ 6 or more years ☐ 10 or more years
2. Do you have four years of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation?
☐ Yes ☐ No

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.

ITEMS IN THE FOLLOWING SECTIONS WILL BE SCORED AND USED TO DETERMINE YOUR FINAL RATING.

SECTION II - SPECIALIZED EXPERIENCE

Please indicate your years of experience in the following areas.

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.

1. Adult Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

2. Assessment/Evaluation/Research

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

3. Career Technical Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

4. Categorical Programs

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

5. Charter Schools

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

6. Child Development

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

7. Counseling

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

8. Curriculum/Professional Development

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

9. Education Finance

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

10. Education options, such as alternative schools, court and community, continuation and independent study schools.

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

11. English Learner

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

12. General/Elementary Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

13. High School Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

14. Middle School Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

15. Migrant Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

16. Nutrition Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

17. Postsecondary Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

18. School Facilities

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

19. Special Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

20. Multicultural Education

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

21. Education Policy Development

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

22. Education Leadership

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

23. Education Administration

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

24. Education Standards Development

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

25. Education Research and Evaluation

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

26. Organizational Development

☐0-1 Year ☐1-2 Years ☐2-3 Years ☐4+ Years

SECTION III - TASK EXPERIENCE

Please indicate your years of experience in the following areas.

1. Provide technical assistance to educational entities (i.e. schools, school districts, county offices of education, and other organizations).
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
2. Establish and maintain collaborative working relationships with internal and external stakeholders to support the successful implementation of education programs.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
3. Interpret and implement federal and state laws, rules, and regulations to ensure compliance and establish program goals.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
4. Prepare complex documents.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
5. Facilitate coordination of educational programs and services.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
6. Develop policies and procedures for educational programs.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
7. Develop and conduct workshops, conferences, and seminars.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
8. Review, investigate, and/or respond to inquiries from the public.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
9. Collect data and analyze information to determine the effectiveness of educational programs.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
10. Propose, review, and analyze legislation and/or regulations related to educational programs.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
11. Advocate for educational policies and programs.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
12. Prepare and present testimony to legislative committees.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
13. Monitor contracts and/or grants (i.e. program and budget compliance).
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years

14. Conduct grant award and scoring process.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
15. Prepare funding requests for public and private funders.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
16. Review and resolve complaints and appeals.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
17. Design and implement data collection systems.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
18. Present ideas clearly and concisely in verbal and written form.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
19. Analyze situations accurately and take appropriate action.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
20. Assume leadership and exercise creativity to develop and implement educational programs, curriculum, and professional development.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
21. Serve as a subject matter expert on educational programs, curriculum, and professional development.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
22. Use research methods and statistical techniques.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
23. Prepare budget, contract, and grant proposals to request operational resources.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
24. Produce curriculum, professional development learning experiences, scripts for multi-media, technologies including interactive online learning, web pages, video production, and web conferences.
- ☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years

SECTION IV - TASK EXPERIENCE - SUPERVISION

Please indicate your years of experience in the following areas.

1. Hire new employees in accordance with established personnel practices.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
2. Establish and implement consistent performance standards and expectations throughout the work unit to meet job requirements.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
3. Plan, coordinate, and assign work to staff in order to accomplish objectives consistent with departmental goals.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
4. Coach, train, and mentor staff.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
5. Review work products for accuracy and completeness.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
6. Encourage and support staff to independently take responsibility for developing solutions to work related problems.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
7. Recognize the accomplishments and achievements of staff in order to foster employee morale and productivity.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
8. Complete employee performance evaluations and provide periodic feedback.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
9. Document employee performance and complete disciplinary actions when necessary.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
10. Apply basic mediation and negotiation techniques to effectively and appropriately resolve complex situations.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
11. Conduct and participate in meetings and work groups that may include advisory bodies, commissions, committees, and stakeholder groups.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years
12. Manage multiple education programs.
☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years

13. Provide direction in determining legislative priorities.

☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years

14. Provide vision, leadership, and technical assistance in the development and implementation of Departmental/Statewide policies and regulations.

☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years

15. Ensure subordinate management has received training and are able to implement Equal Employment Opportunity and Labor Relations Program objectives.

☐ 1-2 Years ☐ 2-3 Years ☐ 4+ Years

SECTION V - ADMINISTRATIVE/TEACHING EXPERIENCE

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

1. Federal or State level administration
☐ 4 or more years
2. County or District level administration
☐ 4 or more years
3. Site/school level administration
☐ 4 or more years
4. Classroom teaching - all levels
☐ 4 or more years

SECTION VI - DEGREES AND CREDENTIALS

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

- | | |
|--|-------------------|
| <input type="checkbox"/> Bachelor's | Major: _____ |
| <input type="checkbox"/> Teaching credential or Credential of equivalent authorization | Subject(s): _____ |
| <input type="checkbox"/> Administrative credential or Credential of equivalent authorization | Type/Title: _____ |
| <input type="checkbox"/> Master's | Major: _____ |
| <input type="checkbox"/> Doctorate | Major: _____ |

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: _____