

# SUPERVISING COUNSELOR, SCHOOL FOR THE BLIND

**Exam Code: 0EDAA**

**Department:** Department of Education

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

**Bulletin Date:** 12/18/2023

## CLASSIFICATION DETAILS

**Supervising Counselor, School for the Blind -** $4,792 - $5,932 per month

View the **Supervising Counselor, School for the Blind** classification specification at <https://www.calhr.ca.gov/state-hr-professionals/pages/9712.aspx>.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

*Examination Cut-off Dates: Monthly*

Applications are accepted on a continuous basis and will be processed monthly. Applications must be received in this office prior to the cut-off date (15th day of the month). Applications received after the cut-off date will be placed in the next examination administration.

### Who Should Apply

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### How to Apply

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete examination package:

* Examination/Employment Application form (STD 678) (<https://jobs.ca.gov/pdf/STD678.pdf>)
* Qualifications Assessment Questionnaire (<https://www.cde.ca.gov/re/di/jb/documents/supcounscsb.pdf>)
* Evidence of completion of required education (copy is acceptable)

All Examination/Employment Application must include “to” and “from” dates (month/day/year), time base, job titles, and duties performed. Applications received without this information will not be accepted.

Examination application package must be received by the cut-off date. Examination application packages received after the cut-off date will be held for the next examination administration. Examination application package must have original signatures. Indicate the Examination Title on the Examination/Employment Application form (STD 678).

**You may submit by mail to:**

California Department of Education

Human Resources Division

1430 N Street, Suite 1802

Sacramento, CA 95814

Attn: Examination & Recruitment Office

**In Person:**

California Department of Education

1430 N Street, Main lobby (drop box)

Sacramento, CA 95814

Attn: Examination & Recruitment Office

***DO NOT FORGET TO DATE STAMP*** prior to placing it in the drop box.

**Or by email to:**

[CDEEXAMS@cde.ca.gov](mailto:CDEEXAMS@cde.ca.gov) - Some confidential information may be blocked by our information security office; therefore, it is the applicant’s responsibility to ensure that each document complies with email restrictions.

### Special Testing Arrangements

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Experience in California state service applied toward the open experience pattern must include the same number of years of qualifying experience as required in the promotional experience pattern performing the duties of a class equivalent in level of responsibility to the level described in the promotional experience pattern.

### Education Requirements

Completion of 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. Course content rather than title will determine acceptability as it relates to the minimum requirements.)

1. Child growth and development.

2. Recreational planning and/or physical education methodology for children.

3. Education techniques.

4. English composition or report writing.

5. Health science and hygiene.

6. Psychology, sociology, behavioral sciences, handicapping conditions, family life, social work, or rehabilitation.

(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 may be substituted for the education requirement. Applicants who are enrolled in college and are within one semester of completing the required education may be admitted to the examination but must submit evidence of completion before they can be considered eligible for appointment.) **and**

### Experience Requirements

Experience in California state service applied toward the open experience pattern must include the same number of years of qualifying experience as required in the promotional experience pattern performing the duties of a class equivalent in level of responsibility to the level described in the promotional experience pattern.

**Either I**

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.

**Or II**

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.

## Special Personal Characteristics

Supportive understanding of the problems of disabled children; interest and concern for the safety and welfare of children; keenness of observation; willingness to assume an instructional role with students; willingness to work differing shifts; tact and patience; and dress appropriate for the assignment.

## Additional Desirable Qualification

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles

## POSITION DESCRIPTION

**Supervising Counselor, School for the Blind**

This is the first supervisory level in the series. Under general direction, incumbents in this class work as shift supervisors over counselor staff who provide residential care services to students. Typical tasks include planning and coordinating activities and programs which meet the identified needs of students; preparing or supervising the preparation of written schedules, activity plans, and student behavior management programs; supervising, training, and providing guidance and expertise to staff; contacting parents regarding the more difficult student behavior problems and coordinating the provision of nonschool social, medical, and other services to students and parents; participating in the development of individual student development plans with academic and other school professional staff; ensuring back-up support for Counselors in activities or in controlling student behavior; and working as a night shift supervisor over Night Attendants, School for the Blind.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation –** Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation.** To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant’s:

### Knowledge of:

1. Appropriate methods and behaviors in the care of disabled children.
2. Good personal hygiene practices.
3. Daily living skills.
4. Safety precautions and procedures.
5. Basic behavior management techniques with children.
6. The problems involved in the care of disabled children in a residential setting.
7. Principles of child guidance.
8. Hygiene and physical education.
9. Characteristics and limitations of disabled children, including mental, physical, neurological, and emotional disabilities.
10. Training sequences for the development of life skills for disabled children.
11. Principles and techniques of planning and implementing children's group activities with specific goals and objectives.
12. Behavior management and modification techniques for managing deaf students with behavioral and/or emotional problems.
13. Principles and techniques of effective employee development, training, and supervision.
14. The organization and function of a school for the deaf.
15. Techniques for planning and coordinating staffing and student activity schedules.
16. Principles of effective communication.
17. Documentation requirements and techniques of student behavior and activities.
18. The duties of other staff members.
19. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
20. A supervisor's role in the labor relations program.

### Ability to:

1. Provide responsible care and instruction for children in basic functions such as bathing, dressing, eating, bed making, etc.
2. Develop friendly and trusting relationships with children.
3. Maintain order and security during sleeping hours in the dormitory.
4. Follow a training plan for living skills and behavior management of students.
5. Keep basic records.
6. Write basic anecdotal reports.
7. Effectively provide guidance and advice to deaf students, both individually and in groups.
8. Apply the principles and techniques of individual and group counseling to assist the academic and social development of deaf children and adolescents.
9. Supervise physical activities of children.
10. Communicate effectively.
11. Maintain good relations with parents and others contacted in the work.
12. Secure respect and cooperation of students and coworkers.
13. Maintain fair and consistent discipline with students.
14. Effectively manage deaf students with behavioral and/or emotional problems.
15. Analyze situations accurately and take effective action.
16. Plan and organize activities and programs with specific goals and objectives.
17. Treat children fairly and without favoritism.
18. Keep records and prepare written reports.
19. Think and act quickly and effectively in an emergency.
20. Encourage teamwork among staff members and children.
21. Effectively assign, supervise, train, and provide leadership to subordinate staff.
22. Effectively plan, develop, organize, and schedule activities and programs for deaf students.
23. Effectively document student behavior incidents and other reports.
24. Make constructive, realistic decisions.
25. Recognize symptoms requiring medical or other special care.
26. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
27. Effectively administer labor relations contracts.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Supervising Counselor, School for the Blind classification will be established for: **California Department of Education, School for the Blind.**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and Veterans’ Preference Application (Std. form 1093) is available online at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## TESTING DEPARTMENTS

California Department of Education

## CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Education

Examination and Recruitment Office

1430 N Street, Suite 1802

Sacramento, CA 95811

Phone: 916-319-0857

Email: [cdeexams@cde.ca.gov](mailto:cdeexams@cde.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer** account at <http://www.jobs.ca.gov/>.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

It is the applicant’s responsibility to contact the California Department of Education’s Examination and Recruitment Office at 916-319-0857 after submission of application if a notice has not been received.

The California Department of Education reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.