

# Supervising Counselor, School for the Deaf

**Departmental Open Exam**

**Exam ID: 8ED1A**

**Department(s):** Department of Education

**Bulletin Release Date:** 05/11/18

**Final Filing Date:** Continuous
Exam administration cut-off dates:

* 1st Quarter – March 16, 2020
* 2nd Quarter – June 15, 2020
* 3rd Quarter – September 15, 2020
* 4th Quarter – December 15, 2020

**Salary:** Monthly Ranged Salary:

* Range A: $4,134.00 to $5,118.00

**Employment Type:**

* Permanent Full-time
* Permanent Part-time
* Permanent Intermittent
* Limited Term Full-time
* Limited Term Part-time
* Limited Term Intermittent

**Exam Type:** Open Exam

**Location(s):**

* Alameda County
* Riverside County

## Introduction

Applications are accepted on a continuous basis and will be processed quarterly. Applications must be received in this office prior to the cut-off date. Applications received after the cut-off date will be placed in the next quarterly administration.

## Who Should Apply

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait 6 months from the testing date before reapplying to take the exam.

## Filing Instructions

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

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

**NOTE: Application packages submitted without all of these documents will be rejected.**

To obtain copies of the Examination / Employment Application, the Qualifications Assessment Questionnaire, and Affirmation Statement go to the California Department of Education Exam Bulletin web page at: <http://www.cde.ca.gov/re/di/jb/ssoexam.asp>.

Applications (STD. 678) must be received no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications received after the cut-off date, personally delivered or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

**File by mail or in person:**

**California Department of Education
Examination and Recruitment Office
1430 N Street, Room 1802
Sacramento, CA 95814-5901**

## Special Testing Arrangements

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination / Employment Application form. You will be contacted to make specific arrangements.

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY device. Users may contact the California Relay Service TTY line at 1-800-735-2929, voice line at 1-800-735-2922 or 7-1-1(TTY and voice).

## Minimum Qualifications

Proficiency in the use of American Sign Language.

**NOTE:** Applicants must be able to communicate proficiently in American Sign Language in order to compete in this examination. Applicants with the ability to communicate proficiently in American Sign Language must indicate “ASL” in item #6 on the application (STD. 678).

### 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 (60 semester 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 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 the 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 Deaf.

#### 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 the staff.

**NOTE:** Experience in educating, nursing, counseling, or providing recreational activities or residential care, must be with children. Experience that describes working with adults or performing duties that are incidental to the total job or indirect contact with children, does not qualify.

## Position Description

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 Deaf.

## Examination Scope

This examination will consist of a Qualification Assessment Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

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

### Knowledge of:

1. Appropriate methods and behaviors in a school setting for disabled students.
2. Good personal hygiene practices in order to assist students in developing and maintaining appropriate personal hygiene and grooming habits.
3. Daily living skills and how to instruct and apply these skills to a variety of student related situations.
4. Safety precautions and procedures in a school setting for disabled students.
5. Basic behavior management techniques for disabled students in a residential school setting.
6. Challenges involved in the care of disabled students in a residential school setting.
7. Principles and applications of child guidance for disabled students.
8. Physical education for disabled students.
9. Individual needs and accommodations of disabled students, including mental, physical, neurological, and emotional disabilities in a residential education environment.
10. Age appropriate training sequences for the development of life skills for disabled students in a residential school setting.
11. Principles and techniques of planning and implementing student group activities with specific goals and objectives based on individual student and group needs.
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 in order to effectively administer and monitor programs.
15. Techniques for planning and coordinating staffing and student activity schedules in order to provide adequate coverage for students.
16. The principles of effective communication in order to provide clear, concise direction to staff and students.
17. Documentation requirements and techniques of student behavior and activities in order to ensure all pertinent information regarding students is accurately recorded.
18. The duties of staff members in order to effectively schedule the work of others and ensure proper coverage of students at all times.
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 from discrimination and harassment.
20. A supervisor’s role in the labor relations program in order to provide leadership and guidance.

### Ability to:

1. Provide responsible care and instruction for students in basic functions such as bathing, dressing, eating, bed making, etc. to prepare students to live independently in the future.
2. Develop friendly and trusting relationships with students in order to promote and encourage positive relationships with others.
3. Maintain order and security during sleeping hours in the dormitory in order to ensure a safe environment.
4. Follow a training plan for living skills and behavior management of students in order to effectively measure student development and achievement.
5. Write comprehensive and anecdotal reports in order to facilitate effective reporting.
6. Effectively provide guidance and advice to deaf students, both individually and in groups in order to meet their emotional and developmental needs.
7. Apply the principles and techniques of individual and group counseling in order to assist the academic and social development of deaf students.
8. Supervise physical activities of students in order to promote and encourage strong growth and physical development.
9. Communicate information and ideas orally and in writing in a clear manner using appropriate tone in order for others to understand.
10. Maintain good relationships with parents and other stake holders in order to promote a positive learning environment.
11. Secure respect and cooperation of students and coworkers in order to promote a positive learning environment.
12. Maintain fair and consistent discipline in order to ensure positive development of student behavior.
13. Effectively manage deaf students with behavioral and/or emotional problems in order to ensure their safety and the safety of others.
14. Analyze situations accurately and take effective actions.
15. Plan and organize activities and programs with specific goals and objectives in order to meet student’s growing needs.
16. Treat students fairly and without favoritism in order to foster equality in the learning environment.
17. Keep records and prepare written reports.
18. Think and act quickly and effectively in emergency situations.
19. Encourage teamwork among staff members and students in order to collaboratively maximize student development.
20. Effectively assign, supervise, train, and provide leadership to subordinate staff in order to foster and promote growth and professionalism in the workplace.
21. Effectively plan, develop, organize, and schedule activities and programs for deaf students to ensure all student needs are met.
22. Effectively document student behavior incidents and other reports to ensure all pertinent information is properly recorded.
23. Make constructive, realistic decisions in order to effectively guide staff.
24. Recognize symptoms requiring medical or other special care in order to respond to emergency or urgent care needs of students.
25. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment in order to foster teamwork and a positive work environment.
26. Effectively administer labor relations contracts.

## Special Personal Characteristics

1. Supportive understanding of the problems of disabled children

2. Interest and concern for the safety and welfare of children

3. Keenness of observation

4. Willingness to assume an instructional role with students

5. Willingness to work differing shifts

6. Tact and patience

7. Dress appropriate for the assignment.

## Additional Desirable Qualifications

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

## Disclaimer

Review the official California State Personnel Board class specifications at: <https://calcareers.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>.

## Eligible List Information

A Departmental Open eligible list will be established for the California Department of Education at the California School for the Deaf in Fremont and in Riverside.  The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor’s eligibility will **expire 24 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

## Veterans’ Preference

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. (See “General Information” on this bulletin for additional information and direction on how to apply for Veterans’ Preference).

## Career Credits

Career Credits will not be added to the final score of this examination.

## Requirements for Admittance to the Examination

NOTE: All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

## Selection Plan

This examination will consist of an evaluation of each candidate’s Qualification Assessment Questionnaire. For this reason it is important that each candidate accurately and completely fill out his or her application package as instructed.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off date will be publicized to ensure that applicants have adequate time to complete and submit an application.

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

## Contact Information

For more information regarding this examination, please contact the exam analyst at 916-319-0857.

## Equal Opportunity Employer

The California Department of Education strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at <http://www.jobs.ca.gov/>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin, and through your CalCareer account <https://www.jobs.ca.gov/CalHRPublic/CreateNewAccount.aspx>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department 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 competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

## General Qualifications

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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) service-wide promotional, 5) departmental open, or 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.

## Veterans’ Preference

1. Effective January 1, 2014, in accordance with Government Codes Section 18973.1, and 18973.5, Veterans’ Preference will be awarded as follows: Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans’ preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans’ Preference is not granted once a person achieves permanent civil service status.

## How to Apply for Veterans’ Preference

The California Department of Human Resources (CalHR) verifies veteran status. Directions to apply for Veterans’ Preference are on the Veterans’ Preference Application (CalHR Form 1093) at <https://www.calcareers.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>. Information is also available at the Department of Veterans Affairs.