



## Child Development Consultant

### 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 Consultant 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 Consultant examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire and signed Affirmation Statement
- Evidence of completion of the credential/education requirement (copies are acceptable)
- Evidence of permit if applicable (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 administrative credential or credential or life diploma 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
4. Do you have an earned doctorate 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. Do you have one or more years of experience in the California State service performing child development or elementary education duties, with a level of responsibility equivalent to a Child Development Assistant, Range B?  
Yes No  
  
If yes, select the appropriate box below:  
1-2 years 3-4 years 5 or more years
2. Do you have two or more years of administrative, supervisory, or consultant level experience in a non-family child development center, preschool program, parent-involvement child development program, or a comparable child development program administered by a school, community action agency, county school office, or State, or Federal agency?  
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.

## Section II - Specialized Experience

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.

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

1. Alternative Payment Program

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

2. Assessment/Evaluation/Research

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

3. Child Care Licensing

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

4. Child Development

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

5. Curriculum/Professional Development

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

6. Dual Language Learner/English Learner

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

7. Early Learning Administration
- 0-1 year of experience
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
8. Early Learning Facilities
- 0-1 year of experience
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
9. Early Learning Finance
- 0-1 year of experience
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
10. Early Learning Leadership
- 0-1 year of experience
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
11. Early Learning Policy Development/Analysis
- 0-1 year of experience
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
12. Early Learning Research and Evaluation
- 0-1 year of experience
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
13. Early Learning Standards or Curriculum Development
- 0-1 year of experience
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience

14. Family Child Care Home Education Network

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

15. Family Support & Services

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

16. Grant Writing/Contract Development

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

17. Head Start/Early Head Start

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

18. Health Education & Screening

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

19. Home Visitation

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

20. Infant/Toddler Education

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

21. Migrant Education

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

22. Multicultural Education

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

23. Nutrition Education

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

24. Organizational Development

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

25. Preschool/Pre-Kindergarten Education

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

26. Primary Education

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

27. Special Education

- 0-1 year of experience
- 1-2 years of experience
- 2-3 years of experience
- 4 or more years of experience

## Section III - Task Experience

Please indicate your years of experience performing the tasks below by selecting the corresponding response. Items without a response will not be scored.

1. Consult directly with Early Learning programs to provide technical assistance, mentoring, training, oversight, continuous program improvement, and support.
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
2. Administer Early Learning programs which may include, infant-toddler programs, preschool programs, primary grades, before and after school programs, and Alternative Payment Programs.
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
3. Maintain compliance with local, state, and federal Early Learning laws and regulations.
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
4. Monitor contracts and/or grants (i.e. program and budget compliance).
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
5. Serve as an Early Learning subject matter expert in content areas, such as infant toddler development, transitional kindergarten, child assessment and screening.
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
6. Conduct reviews of agencies or programs based on program standards.
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
7. Prepare complex documents such as reports, manuals, position papers, guidance documents, policy briefs, advisories, applications for grants, proposed legislation, bill analyses, issue papers, and requests for funding applications.
  - 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience

8. Prepare correspondence and written responses to letters and other inquiries.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
9. Conduct and/or assist with investigations of sensitive complaints against agencies or programs.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
10. Promote educational techniques and positive early learning experiences proven to promote student learning and well-being.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
11. Act in an educational leadership role for promoting early education and support programs by providing technical assistance to agencies and programs.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
12. Develop presentations and printed materials for meetings, conferences, and workshops to provide information regarding new programs, impacts of legislation and regulatory changes, technical assistance, trends in early learning, etc.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
13. Conduct interactive presentations at meetings, conferences, and workshops utilizing various modes of delivery.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
14. Utilize current Early Learning research to inform practice.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience



15. Collect data and analyze information to determine the effectiveness of Early Learning programs.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
16. Participate as a member of project team.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
17. Provide leadership for a critical project or activity.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
18. Establish and maintain collaborative working relationships with internal and external stakeholders to support the successful implementation of Early Learning programs.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
19. Supervise or manage staff.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience
20. Prepare budget, contract, and grant proposals to request operational resources.
- 1-2 years of experience
  - 2-3 years of experience
  - 4 or more years of experience

## Section IV - Administrative/Teaching Experience

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

**Note: Experience must be a minimum of two years.**

- Federal or State level administration
- County/District/Agency level administration
- Site/School level administration
- Classroom teaching

## Section V - Degrees, Credentials, and Permits

Please indicate your specific education and/or current credential/permit by selecting the corresponding box and complete the corresponding major, type, or title. Failure to provide proof will affect the scoring of your exam.

- Bachelor's Degree Major:
- Master's Degree Major:
- Doctorate Degree Major:

- Valid Credential or Permit Authorizing Public-School Service in California

Type/Title:

- Administrative Credential or Credential of Equivalent Authorization

Type/Title:

Child Development Site Supervisor Permit #:

Child Development Program Director Permit #:

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