

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF SELECTION SERVICES
EXAMINATION FOR
ACADEMIC TEACHER (LIBRARIAN), CORRECTIONAL FACILITY (CF)**

GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Academic Teacher (Librarian), Correctional Facility, with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be merged onto an eligible list. The list will be used by CDCR facilities statewide to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is required that you personally complete this examination accurately and without assistance.

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

1. Additional instructions are provided on the following pages.
2. This single examination enables you to apply for the teacher classification listed above. If successful, your name will be placed on an eligible list.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Academic Teacher, Librarian (Correctional Facility). You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Affirmation Statement (page 2)
- Montoya Act/Felony Conviction Disclosure (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment (pages 3 thru 5)
- Minimum Qualifications (page 6)
- Specific Classification Interest and Required Credential Information (pages 7)
- Non-credentialed Teaching Experience (page 7)
- Job Requirements (page 8)
- Work Experience (pages 9)
- Knowledge, Skill and Ability Assessment (page 10)
- Specific Work Experience (Page 11)
- Recruitment Questionnaire (page 12)

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

E-mail Address: _____

AFFIRMATION STATEMENT

PLEASE CHECK THE BOX BELOW TO CERTIFY ALL STATEMENTS ARE TRUE AND CORRECT.

I certify that all the statements I have made in this examination are true and correct.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this examination will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents their experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

MONTOYA ACT/FELONY CONVICTION DISCLOSURE

Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the CDCR's Division of Juvenile Justice, Education Services Branch, shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, "No person who has been convicted of a violent or serious felony shall be employed by a school district."

To review the Education Code Section 45122, you can go to the following website:

<http://caselaw.lp.findlaw.com/cacodes/edc/45100-45139.html>

To review the Penal Code Section 667.5, subsection (c) for a listing of violent felony offenses, you can go to the following website:

<http://caselaw.lp.findlaw.com/cacodes/pen/654-678.html>

To review the Penal Code Section 1192.7, subsection (c) for a listing of serious felony offenses, you can go to the following website:

<http://caselaw.lp.findlaw.com/cacodes/pen/1191-1210.5.html>

Have you ever been convicted of a violent or serious felony?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please skip this question.**

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examination if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT & YOUTH FACILITY LISTINGS ONLY

Note: Check all that apply.

<p>On a <u>permanent</u> basis, I am willing to work:</p> <p><input type="checkbox"/> FULL TIME</p> <p><input type="checkbox"/> PART TIME (12 months per year, less than 40 hours per week)</p> <p><input type="checkbox"/> INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)</p>	<p>On a <u>temporary</u> (Limited Term) basis, I am willing to work:</p> <p><input type="checkbox"/> FULL TIME</p> <p><input type="checkbox"/> PART TIME (12 months per year, less than 40 hours per week)</p> <p><input type="checkbox"/> INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)</p>
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AVAILABLE POSITIONS ARE LOCATED THROUGHOUT THE STATE OF CALIFORNIA

Please notify the California Department of Corrections and Rehabilitation (CDCR) promptly of any address changes or availability for employment at the following address:

California Department of Corrections and Rehabilitation
Human Resources
Office of Personnel Services
P.O. Box 942883
Sacramento, CA 94283-0001
Attn: Customer Service Center

CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT & YOUTH FACILITY LISTINGS ONLY (Continued)

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers** and/or do not reply promptly to the contact, your name will be made inactive. **ON OPEN EMPLOYMENT LISTS, once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any
If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK

- 5 ANYWHERE IN THE STATE** – *If this box is marked, no further selection is necessary.*

NOTE: California State Prison has been abbreviated to "CSP"
Youth Correctional Facility has been abbreviated to "YCF"

- 7238 UPPER NORTHERN REGION** – *If this box is marked, no further selection is necessary for this region.*

- | | | |
|---|---|---|
| <input type="checkbox"/> 0802 Tsunami Adult School
Pelican Bay State Prison
Crescent City, Del Norte County | <input type="checkbox"/> 1805 Mountain View Adult Educ. Center
High Desert State Prison
Susanville, Lassen County | <input type="checkbox"/> 1802 Earl Warren Adult School
California Correctional Center
Susanville, Lassen County |
|---|---|---|

- 7231 NORTHERN REGION** – *If this box is marked, no further selection is necessary for this region.*

- | ADULT FACILITIES: | | YOUTH FACILITIES: |
|--|---|--|
| <input type="checkbox"/> 0309 Creekside Adult School
Mule Creek State Prison
Ione, Amador County | <input type="checkbox"/> 3417 Richard A. McGee Correctional Training Center , Galt, Sacramento County | <input type="checkbox"/> 3902 DeWitt Nelson High School
DeWitt Nelson YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 3400 Headquarters
Sacramento, Sacramento County | <input type="checkbox"/> 3423 Granite Adult School
CSP, Sacramento
Represa, Sacramento County | <input type="checkbox"/> 3908 Johanna Boss High School
O.H. Close YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 5505 Sierra Conservation Ctr Adult School
Sierra Conservation Center
Jamestown, Tuolumne County | <input type="checkbox"/> 3901 Kasson Adult School
Deuel Vocational Institution
Tracy, San Joaquin County | <input type="checkbox"/> 3917 N.A. Chaderjian High School
N.A. Chaderjian YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 0307 James A Wieden High School
Preston YCF
Ione, Amador County | <input type="checkbox"/> 4804 Mountain Oaks Adult Educ. Center
California Medical Facility
Vacaville, Solano County | <input type="checkbox"/> 3907 Northern California YCF
Stockton, San Joaquin County |
| <input type="checkbox"/> 2102 Robert E. Burton Adult School
CSP, San Quentin
San Quentin, Marin County | <input type="checkbox"/> 4811 Vaca Valley Adult School
CSP, Solano
Vacaville, Solano County | <input type="checkbox"/> 0311 Pine Grove Youth
Conservation Camp Facility
Pine Grove, Amador County |
| <input type="checkbox"/> 3404 Greystone Adult School
Folsom State Prison
Represa, Sacramento County | | |

CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT & YOUTH FACILITY LISTINGS ONLY (Continued)

7232 CENTRAL REGION – *If this box is marked, no further selection is necessary for this region.*

ADULT FACILITIES:

YOUTH FACILITIES:

- | | | |
|---|--|--|
| <input type="checkbox"/> 1015 Pleasant Valley Adult School
Pleasant Valley State Prison
Coalinga, Fresno County | <input type="checkbox"/> 2003 Sierra Vista Adult School
Central California Women's Facility
Chowchilla, Madera County | <input type="checkbox"/> 4003 Marie C. Romero High School
El Paso de Robles YCF
Paso Robles,
San Luis Obispo County |
| <input type="checkbox"/> 1513 Valley Rose Adult School
Wasco State Prison
Wasco, Kern County | <input type="checkbox"/> 2004 Valley State Adult School
Valley State Prison for Women
Chowchilla, Madera County | |
| <input type="checkbox"/> 1514 Marie C. Romero Adult School
North Kern State Prison
Delano, Kern County | <input type="checkbox"/> 2701 Valley Adult School
Correctional Training Facility
Soledad, Monterey County | |
| <input type="checkbox"/> 1522 Kern Valley Adult School
Kern Valley State Prison
Delano, Kern County | <input type="checkbox"/> 2708 Rio Salinas Adult School
Salinas Valley State Prison
Soledad, Monterey County | |
| <input type="checkbox"/> 1605 Golden Hill Adult School
Avenal State Prison
Avenal, Kings County | <input type="checkbox"/> 4005 Central Coast Adult School
California Men's Colony
San Luis Obispo, San Luis Obispo County | |
| <input type="checkbox"/> 1606 Visions Adult School
CSP, Corcoran
Corcoran, Kings County | <input type="checkbox"/> 1608 Tulare Lake Adult School
California Substance Abuse Treatment Facility , Corcoran, Kings County | |

7233 SOUTHERN REGION – *If this box is marked, no further selection is necessary for this region.*

ADULT FACILITIES:

YOUTH FACILITIES:

- | | | |
|---|--|---|
| <input type="checkbox"/> 1307 Calipatria Adult School
Calipatria State Prison
Calipatria, Imperial County (North) | <input type="checkbox"/> 3313 Chuckawalla Adult School
Chuckawalla Valley State Prison
Blythe, Riverside County | <input type="checkbox"/> 3628 Lyle Egan High School
Heman G. Stark YCF
Chino, San Bernardino County |
| <input type="checkbox"/> 1308 Centinela Desert Institute
Centinela State Prison
Imperial, Imperial County (South) | <input type="checkbox"/> 3329 Desert Oasis Adult School
Ironwood State Prison
Blythe, Riverside County | <input type="checkbox"/> 1967 Jacke B. Clarke High School
Southern Youth Correctional Reception Center & Clinic
Norwalk, Los Angeles County |
| <input type="checkbox"/> 1503 Tehachapi Adult School
California Correctional Institution
Tehachapi, Kern County | <input type="checkbox"/> 3612 Inland Valley Education Center
California Institution for Men
Chino, San Bernardino County | <input type="checkbox"/> 5610 Mary B. Perry High School
Ventura YCF
Camarillo, Ventura County |
| <input type="checkbox"/> 1995 New Horizons Adult School
CSP, Los Angeles
Lancaster, Los Angeles County | <input type="checkbox"/> 3613 El Prado Adult School
California Institution for Women
Corona, San Bernardino County | |
| <input type="checkbox"/> 3310 Vista Del Rio Adult School
California Rehabilitation Center
Norco, Riverside County | <input type="checkbox"/> 3715 Otay Mesa Adult School
R. J. Donovan Correctional Facility at Rock Mountain , San Diego, San Diego County | |

MINIMUM QUALIFICATIONS

ACADEMIC TEACHER (LIBRARIAN), CORRECTIONAL FACILITY (CF)

MINIMUM QUALIFICATIONS

All applicants must possess a valid California Teaching Credential issued by the Commission on Teacher Credentialing. Applicants who do not possess the required credential or one of equivalent authorization may take the examinations but must have on file with the Commission on Teacher Credentialing an application for an appropriate credential. At the time of application for the examination, applicants must present written verification that the appropriate listed credential or its' equivalent is being processed or will be authorized.

No appointments will be made to permanent positions with an Emergency Credential. After issuance, the credential is the responsibility of the holder and must be maintained by completion of any Commission on Teacher Credentialing requirements.

TEACHER (LIBRARIAN), CF

Possession of:

1. A Library Services Credential Or
2. A Standard Teaching Credential restricted to service as a Librarian and a Teacher of Librarianship Or
3. A Librarianship Credential

SPECIFIC CLASSIFICATION INTEREST AND REQUIRED CREDENTIAL INFORMATION

Please indicate if you possess or have applied for the required credential for Teacher, Librarian, CF. You must also indicate the credential number and expiration date or the application number and date you applied for the credential. If you have attained a Crosscultural, Language and Academic Development (CLAD) certification, you must check the CLAD certification box.

Teacher, High School (Librarian)

Requirements:

Library Services Credential Or

Standard Teaching Credential restricted to service as a Librarian and a Teacher of Librarianship Or

Librarianship Credential

I possess the required Preliminary Credential from the California Commission on Teacher Credentialing

I possess the required Clear Credential from the California Commission on Teacher Credentialing

Credential Number: _____ Expiration Date: _____

I have applied for the required Preliminary Credential with the California Commission on Teacher Credentialing

I have applied for the required Clear with the California Commission on Teacher Credentialing

Application Number: _____ Date applied: _____

I possess the Crosscultural, Language and Academic Development (CLAD) Certificate.

NON-CREDENTIALLED TEACHING EXPERIENCE

Please indicate if you have any non-credentialed teaching experience.

Yes No

If yes, how long (full-time equivalent)?

Up to 2 years

2 years up to 5 years

5+ years

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1. Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, wear protective clothing & apparatus, etc.) applicable to specific work assignments. Yes No
2. Willingness to comply with annual tuberculosis screening requirements. Yes No
3. Willingness to comply with departmental training requirements. Yes No
4. Willingness to report dangerous situations/contraband to supervisors and/or custody staff. Yes No
5. Willingness to independently supervise youthful offenders/inmates/parolees. Yes No
6. Willingness to work in a State correctional facility. Yes No
7. Willingness to work with youthful offenders/inmates/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis, and/or sex offenders. Yes No
8. Willingness to work around peace officers armed with chemical agents and/or weapons. Yes No
9. Willingness to report unethical and/or illegal behavior on the part of departmental staff. Yes No
10. Willingness to treat youthful offenders/inmates/parolees in a professional, ethical, and tactful manner. Yes No
11. Willingness to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager. Yes No
12. Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful situation encountered on the job. Yes No
13. Willingness to carry equipment and materials weighing a minimum of 25 pounds. Yes No
14. Willingness to work overtime and on-call hours as required. Yes No
15. Willingness to participate in continuing education specific to your work assignment. Yes No
16. Willingness to maintain your professional license in good standing (i.e., teaching credential). Yes No

WORK EXPERIENCE

<p>Note to Applicant: For items #1 - 20, please indicate <u>both</u> "Frequency" and "Length of Experience":</p> <p>Frequency</p> <ul style="list-style-type: none"> ➤ Indicate if you have performed this task within the last 24 months ➤ AND ➤ Indicate how often you perform this task (e.g. select one box from "daily" "weekly" "monthly/quarterly" and "Never" column) <p>Length of Experience</p> <ul style="list-style-type: none"> ➤ Indicate the appropriate box that best describes your months (length) of work experience for each of the following tasks. ➤ Note: Only count actual months worked. Also, if counting substitute teaching experience please convert working days to full-time month's equivalent. 	Frequency				Length of Experience		
	Performed task within last 24 months	Daily	Weekly	Monthly/Quarterly	Never	60+ months	24 to 60 months
1. Engage students in activities (e.g., direct instruction, distance learning, independent study, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare course of study, units of instruction and daily lesson plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Manage student records/timekeeping documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Supervise the conduct of students while in the classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assign and supervise coursework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Conduct assessments and testing for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Evaluate student performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Monitor classroom supplies, materials and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Advise students as to their progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Prepare reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Obtain students' educational documentation (e.g., high school transcripts, Individual Educational Plan, GED certificates, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Modify individual student's basic course of study to address individual needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Instruct students in the use of educational materials, resources, and technologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Provide educational services in an alternative setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Participate as a member of multi-disciplinary team meetings (i.e., Individual Education Plan-IEP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Participate in training workshops, conferences, faculty meetings and seminars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Participate in education program evaluations as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Obtain price estimates for ordering supplies, equipment and material essential to the classroom/curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Participate in additional educational programs (e.g., graduation ceremonies, committees, literacy programs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Develop and/or facilitate workshops, conferences, staff development, faculty meetings or seminars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

For items #21-38, please rate your knowledge, skill or ability (KSA) by indicating the box that best describes your level of the KSA of each of the following areas.

Definition of Levels:

Extensive Knowledge, Skill or Ability: I have applied this KSA in an actual setting while performing a job.

Limited Knowledge, Skill or Ability: I have education or training relevant to this KSA, but have not applied it to an actual job.

No Knowledge, Skill or Ability: I have little or no experience, education or training relevant to this KSA.

		KSA Level		
		Extensive Knowledge, Skill or Ability	Limited Knowledge, Skill or Ability	No Knowledge, Skill or Ability
21.	Principles and methods of teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Principles of educational psychology as applied to teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Current trends in educational methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Remedial teaching techniques and adapting instruction for student's deficiencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Emotional problems of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Provide effective leadership and motivation to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Teach students to develop academic goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Work effectively with other subject matter experts to teach techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Successfully gain the interest, respect, and cooperation of student with specific teaching methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Effectively develop socially acceptable attitudes in students by modeling acceptance for cultural, racial, and individual differences for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Communicate effectively and respectfully to promote a positive work environment among staff, students, administration, and the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Analyze situations accurately and take effective action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Have and maintain sufficient strength, agility, and endurance to perform teaching duties and other duties, as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Actively participate in group-oriented treatment programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Consistently maintain an empathetic and objective understanding of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Effectively demonstrate teaching ability to maximize use of expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Continuously possess emotional stability necessary to establish and maintain a standard for student behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Continuously demonstrate tact, patience, open-mindedness, and high moral standards valuing students' diverse backgrounds, interests, developmental and educational needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIFIC WORK EXPERIENCE

<p>Note to Applicant: For items #39 - 55, please indicate <u>both</u> "Frequency" and "Length of Experience":</p> <p>Frequency</p> <ul style="list-style-type: none"> ➤ Indicate if you have performed this task within the last 24 months ➤ AND ➤ Indicate how often you perform this task (e.g. select one box from "daily" "weekly" "monthly/quarterly" and "Never" column) <p>Length of Experience</p> <ul style="list-style-type: none"> ➤ Indicate the appropriate box that best describes your months (length) of work experience for each of the following tasks. ➤ Note: Only count actual months worked. Also, if counting substitute teaching experience please convert working days to full-time month's equivalent. 	Frequency				Length of Experience		
	Performed task within last 24 months	Daily	Weekly	Monthly/Quarterly	Never	60+ months	24 to 60 months
39. Implement a school library services program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Manage a school library services program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Provide library services orientation to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Develop and/or maintain library services procedures/policy/operations manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Develop procedures for a safe and secure library environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Maintain a safe and secure library environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Create a schedule to allow student access to library services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Develop an up-to-date collection, which meets the needs of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Provide access to a technologically up-to-date library (electronic catalogue, computer databases, circulation control, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Organize all materials to make them readily accessible (i.e., catalogue, classify and/or label)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Maintain a circulation system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Work with school administration to ensure that library materials adequately support the curriculum (i.e., books, periodicals, up-to-date lists of bibliographies, catalogs of films and other resources)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Maintain the collection in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Supervise work of volunteers and student library aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Develop procedures for student access to law library services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Maintain an up-to-date law library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Direct students to requested self-help materials, legal forms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECRUITMENT QUESTIONNAIRE

This question is not part of the examination but is for the hiring authority's information.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- Newspaper/Magazine Advertisement
- Internet
- California Department of Corrections and Rehabilitation employee
- Recruitment Mailing
- College/School
- Job Fair/Career Fair
- Other: _____

THIS COMPLETES THE EXAMINATION