



CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
OFFICE OF WORKFORCE PLANNING  
QUALIFICATIONS ASSESSMENT

TEACHING ASSISTANT, CORRECTIONAL FACILITY

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Teaching Assistant, Correctional Facility** classification 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 vacant positions. A "Conditions of Employment" form is included in this examination which will allow you to select the type of appointment you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

**You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.**

**THIS AFFIRMATION MUST BE COMPLETED.**

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE. COMPLETED QUALIFICATIONS ASSESSMENTS AND EXAMINATION APPLICATIONS MUST BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

**Mail to:**

Department of Corrections and Rehabilitation  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001

**or Deliver in Person to:**

Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Office of Workforce Planning, Room 101N  
(916) 322-2545

**NOTE:**

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

## **GENERAL INSTRUCTIONS**

This process is the entire examination for the Teaching Assistant, CF classification. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

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 the Teaching Assistant, CF classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions (page 2)
- Montoya Act/Felony Conviction Disclosure (page 3)
- Prior State Employment Information (page 3)
- Conditions of Employment (pages 4 - 5)
- Job Requirements (page 6)
- Instructions (page 7)
- Knowledge and Work Experience – Teaching Assistant, CF (pages 8 -14)
- Recruitment Questionnaire/Mailing Instructions (page 15)

## **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her 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

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### 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 the 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

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### 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.**

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations 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 INFORMATION FOR SUPERVISOR OF ACADEMIC INSTRUCTION, CF

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide according to the conditions you specify on this form.

### 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 or Limited-Term 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" and Youth Conservation Camp has been abbreviated to "YCC."

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

#### ADULT FACILITIES:

- 0802 Pelican Bay State Prison  
Crescent City, Del Norte County     1802 California Correctional Center  
Susanville, Lassen County     1805 High Desert State Prison  
Susanville, Lassen County

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

#### ADULT FACILITIES:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 0309 Mule Creek State Prison<br>Ione, Amador County          | <input type="checkbox"/> 3417 Richard A. McGee Correctional<br>Training Center, Galt, Sacramento County | <b>YOUTH FACILITIES:</b>   |
| <input type="checkbox"/> 3423 CSP, Sacramento<br>Represa, Sacramento County           | <input type="checkbox"/> 3901 Deuel Vocational Institution<br>Tracy, San Joaquin County                 | <input type="checkbox"/> 3908 O.H. Close YCF<br>Stockton, San Joaquin County                                   |
| <input type="checkbox"/> 4804 California Medical Facility<br>Vacaville, Solano County | <input type="checkbox"/> 4811 CSP, Solano<br>Vacaville, Solano County                                   | <input type="checkbox"/> 3917 N.A. Chaderjian YCF<br>Stockton, San Joaquin County                              |
| <input type="checkbox"/> 2102 CSP, San Quentin<br>San Quentin, Marin County           | <input type="checkbox"/> 5505 Sierra Conservation Center<br>Jamestown, Tuolumne County                  | <input type="checkbox"/> 3907 Northern California Youth<br>Correctional Center<br>Stockton, San Joaquin County |
| <input type="checkbox"/> 3400 Headquarters<br>Sacramento, Sacramento County           | <input type="checkbox"/> 3914 California Health Care Facility<br>Stockton, San Joaquin County           | <input type="checkbox"/> 0311 Pine Grove YCC<br>Pine Grove, Amador County                                      |
| <input type="checkbox"/> 3404 Folsom State Prison<br>Represa, Sacramento County       |   |  |

- 7232 CENTRAL REGION - *If this box is marked, no further selection is necessary.*

#### ADULT FACILITIES:

- 1015 Pleasant Valley State Prison  
Coalinga, Fresno County     2003 Central California Women's Facility  
Chowchilla, Madera County
- 1513 Wasco State Prison - Reception  
Center,  
Wasco, Kern County     2004 Valley State Prison  
Chowchilla, Madera County

**CENTRAL REGION CONTINUED** - *If this box is marked above, no further selection is necessary*

**ADULT FACILITIES:**

- |  |  |
|--|--|
| <input type="checkbox"/> 1514 <b>North Kern State Prison</b><br>Delano, Kern County                        | <input type="checkbox"/> 2701 <b>Correctional Training Facility</b><br>Soledad, Monterey County              |
| <input type="checkbox"/> 1522 <b>Kern Valley State Prison</b><br>Delano, Kern County                       | <input type="checkbox"/> 2708 <b>Salinas Valley State Prison</b><br>Soledad, Monterey County                 |
| <input type="checkbox"/> 1605 <b>Avenal State Prison</b><br>Avenal, Kings County                           | <input type="checkbox"/> 4005 <b>California Men's Colony</b><br>San Luis Obispo, San Luis Obispo County      |
| <input type="checkbox"/> 1606 <b>CSP, Corcoran</b><br>Corcoran, Kings County                               | <input type="checkbox"/> 1608 <b>California Substance Abuse Treatment Facility</b><br>Corcoran, Kings County |
| <input type="checkbox"/> 1523 <b>California City Correctional Facility</b><br>California City, Kern County |  |

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

**ADULT FACILITIES:**

**YOUTH FACILITIES:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 1307 <b>Calipatria State Prison</b><br>Calipatria, Imperial County (North) | <input type="checkbox"/> 3313 <b>Chuckawalla Valley State Prison</b><br>Blythe, Riverside County                             | <input type="checkbox"/> 5610 <b>Ventura YCF</b><br>Camarillo, Ventura County |
| <input type="checkbox"/> 1308 <b>Centinela State Prison</b><br>Imperial, Imperial County (South)    | <input type="checkbox"/> 3329 <b>Ironwood State Prison</b><br>Blythe, Riverside County                                       |   |
| <input type="checkbox"/> 1503 <b>California Correctional Institution</b><br>Tehachapi, Kern County  | <input type="checkbox"/> 3612 <b>California Institution for Men</b><br>Chino, San Bernardino County                          |   |
| <input type="checkbox"/> 1995 <b>CSP, Los Angeles</b><br>Lancaster, Los Angeles County              | <input type="checkbox"/> 3613 <b>California Institution for Women</b><br>Corona, San Bernardino County                       |   |
| <input type="checkbox"/> 3310 <b>California Rehabilitation Center</b><br>Norco, Riverside County    | <input type="checkbox"/> 3715 <b>R. J. Donovan Correctional Facility<br/>at Rock Mountain</b><br>San Diego, San Diego County |   |

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**ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

After list release, please notify CDCR promptly of any address changes or availability for employment at the following address:

California Department of Corrections and Rehabilitation  
Division of Human Resources  
Office of Workforce Planning  
P.O. Box 942883  
Sacramento, CA 94283-0001  
Attn: Certification Unit

### JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box.

1.	Are you willing to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, wear protective clothing and apparatus, etc.) applicable to specific work assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Are you willing to comply with annual Tuberculosis screening requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Are you willing to comply with departmental training requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are you willing to report dangerous situations/contraband to supervisors and/or custody staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you willing to interact with individuals (i.e., members of the public, contractor staff, and other agency personnel) from a wide range of cultural backgrounds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you willing to work in a state correctional facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you willing to work with inmates/youthful offenders/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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Are you willing to work around peace officers armed with chemical agents and/or weapons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are you willing to report unethical and/or illegal behavior on the part of departmental staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are you willing to treat inmates/youthful offenders in a professional, ethical, and tactful manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Are you willing to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Are you willing to have and maintain sufficient strength, agility, and endurance to perform during stressful situations encountered on the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Are you willing to participate in the audit and program evaluation process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Are you willing to respond to changes in the work unit in a positive, professional manner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Are you willing to participate in continuing education specific to your work assignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Are you willing to work with inmates/youthful offenders/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### **INSTRUCTIONS:**

Using the rating scale(s) below, you will self-rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

### **SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:**

#### **Extensive Knowledge**

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

#### **Moderate Knowledge**

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

#### **Basic Knowledge**

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

#### **Limited Knowledge**

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

#### **No Knowledge**

I have no knowledge of how to perform this task or what it may entail.

### **SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:**

#### **3- Extensive Experience**

I have performed this action regularly.

#### **2-Moderate Experience**

I have performed this action multiple times and could effectively perform this action if required.

#### **1-Limited Experience**

I have performed this action before, but would still be considered a beginner by others, and I would likely require assistance for successful performance.

#### **0-No Experience**

I have never performed this action.

1. Assist the classroom teacher with classroom management.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

2. Maintain order and supervises the conduct of students.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

3. Tutor students individually and in groups.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

4. Control all classroom materials and equipment.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

5. Confer with teachers and other staff concerning educational program materials.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

6. Participate as a team member in education program evaluation.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

7. Support students in the use of educational materials and resources.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

8. Instruct students in the use of educational technologies (e.g., computer, educational software, electronic devices, etc.)

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

9. Collaborate with the classroom teacher to provide input on student progress.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

10. Communicate effectively with students to promote positive behavior.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

11. Address student behavioral issues.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

12. Participate in educational activities (e.g., graduation ceremonies, committees, special events, etc.)

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

13. Participate as a member of multi-disciplinary teams or committees.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

14. Assist the classroom teacher with educational program and curriculum presentation to students.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

15. Compile required documents and progress reports.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

16. Operate audio-visual equipment (e.g., television/monitor, computer, interactive white board, etc.)

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

17. Prepare graphic and written teaching materials.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

18. Attend required training (e.g., legal mandates, teaching techniques, professional development etc.)

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

19. Support the process for students earning a High School Diploma/GED.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

20. Provide educational services for students restricted from attending class.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

21. Grade student work (i.e., multiple choice, true/false, fill-in-the-blank).

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Limited Experience
- No Experience

## RECRUITMENT QUESTIONNAIRE

**These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.**

### **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 CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR TEACHING ASSISTANT, CF**

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) MUST INCLUDE YOUR ORIGINAL SIGNATURE. COMPLETED QUALIFICATIONS ASSESSMENTS AND EXAMINATION APPLICATIONS MUST BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

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Attn: Office of Workforce Planning, Room 101N  
(916) 322-2545

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed examination application (STD. 678) and Qualifications Assessment for your records.