



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

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

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
TEACHING ASSISTANT, 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.

<input type="checkbox"/> 0005	ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.
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NOTE: California State Prison has been abbreviated as "CSP." Youth Correctional Facility has been abbreviated as "YCF." Youth Correctional Center has been abbreviated as "YCC."

NORTHERN REGION

<input type="checkbox"/> 0100	Alameda County	<input type="checkbox"/> 0200	Alpine County	<input type="checkbox"/> 0300	Amador County • Pine Grove Youth Conservation Camp
<input type="checkbox"/> 0400	Butte County	<input type="checkbox"/> 0500	Calaveras County	<input type="checkbox"/> 0600	Colusa County
<input type="checkbox"/> 0700	Contra Costa County	<input type="checkbox"/> 0800	Del Norte County • Pelican Bay State Prison	<input type="checkbox"/> 0900	El Dorado County
<input type="checkbox"/> 1100	Glenn County	<input type="checkbox"/> 1200	Humboldt County	<input type="checkbox"/> 1700	Lake County
<input type="checkbox"/> 1800	Lassen County • California Correctional Center • High Desert State Prison	<input type="checkbox"/> 2100	Marin County • CSP, San Quentin	<input type="checkbox"/> 2300	Mendocino County
<input type="checkbox"/> 2500	Modoc County	<input type="checkbox"/> 2800	Napa County	<input type="checkbox"/> 2900	Nevada County
<input type="checkbox"/> 3100	Placer County	<input type="checkbox"/> 3200	Plumas County	<input type="checkbox"/> 3400	Sacramento County • CSP, Sacramento • Folsom Women's Facility • Richard A. McGee Correctional Training Center
<input type="checkbox"/> 3800	San Francisco County	<input type="checkbox"/> 3900	San Joaquin County • California Health Care Facility • O.H. Close YCF • N.A. Chaderjian YCF • Northern California YCC	<input type="checkbox"/> 4100	San Mateo County
<input type="checkbox"/> 4500	Shasta County	<input type="checkbox"/> 4600	Sierra County	<input type="checkbox"/> 4700	Siskiyou County
<input type="checkbox"/> 4800	Solano County • California Medical Facility • CSP, Solano	<input type="checkbox"/> 4900	Sonoma County	<input type="checkbox"/> 5100	Sutter County
<input type="checkbox"/> 5200	Tehama County	<input type="checkbox"/> 5300	Trinity County	<input type="checkbox"/> 5500	Tuolumne County • Sierra Conservation Center
<input type="checkbox"/> 5700	Yolo County	<input type="checkbox"/> 5800	Yuba County		

CENTRAL REGION (CONTINUED ON BACK)

<input type="checkbox"/> 1000	Fresno County • Pleasant Valley State Prison	<input type="checkbox"/> 1400	Inyo County	<input type="checkbox"/> 1500	Kern County • California City Correctional Facility • California Correctional Institution • Kern Valley State Prison • North Kern State Prison • Wasco State Prison
<input type="checkbox"/> 1600	Kings County • Avenal State Prison • CSP, Corcoran • CA Substance Abuse Treatment Facility	<input type="checkbox"/> 2000	Madera County • Central California Women's Facility • Valley State Prison	<input type="checkbox"/> 2200	Mariposa County

CENTRAL REGION (CONTINUED)

<input type="checkbox"/> 2400	Merced County	<input type="checkbox"/> 2600	Mono County	<input type="checkbox"/> 2700	Monterey County • Correctional Training Facility • Salinas Valley State Prison
<input type="checkbox"/> 3500	San Benito County	<input type="checkbox"/> 4000	San Luis Obispo County • California Men's Colony	<input type="checkbox"/> 4300	Santa Clara County
<input type="checkbox"/> 4400	Santa Cruz County	<input type="checkbox"/> 5000	Stanislaus County	<input type="checkbox"/> 5400	Tulare County

SOUTHERN REGION

<input type="checkbox"/> 1300	Imperial County • Calipatria State Prison • Centinela State Prison	<input type="checkbox"/> 1900	Los Angeles County • CSP, Los Angeles County	<input type="checkbox"/> 3000	Orange County
<input type="checkbox"/> 3300	Riverside County • California Rehabilitation Center • Chuckawalla Valley State Prison • Ironwood State Prison	<input type="checkbox"/> 3600	San Bernardino County • California Institution for Men • California Institution for Women	<input type="checkbox"/> 3700	San Diego County • RJ Donovan Correctional Facility
<input type="checkbox"/> 4200	Santa Barbara County	<input type="checkbox"/> 5600	Ventura County • Ventura YCF		

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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