



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

**TEACHER, HIGH SCHOOL – MATHEMATICS,  
CORRECTIONAL FACILITY (CF)**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Teacher, High School – Mathematics, CF** 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 placed on an eligible list for the classification listed above. The list will be used to fill positions in CDCR juvenile facilities. A “Conditions of Employment” section is included in this examination which will allow you to select the time bases and location(s) 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 above 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 Teacher, High School – Mathematics, CF classification. You must ensure that you have reviewed each of the following areas:

- Affirmation Statement (page 1)
- General Instructions / Montoya Act/Felony Conviction Disclosure (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment (pages 4 and 5)
- Address or Availability for Employment Changes (page 5)
- Specific Classification Interest and Required Credential Information (page 5)
- Work Experience (page 6)
- Knowledges, Skills, Abilities (KSA) Assessment – Teacher, High School – Mathematics, CF (page 7)
- Specific Work Experience (pages 8)
- Preparation for Hiring Interview (page 9)
- Recruitment Questionnaire/Mailing Instructions (page 9)
- Qualifications Assessment and Examination Application (Std. 678) Return and Mailing Procedures (page 9)

### **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 eligible list / 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 California Department of Corrections and Rehabilitation, 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.**

**Do you have written permission from the Department of Human Resources (CalHR) to take this examination?**

**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.**

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

**CONDITIONS OF EMPLOYMENT FORM FOR  
 TEACHER, HIGH SCHOOL – MATHEMATICS, 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 YOU ARE WILLING TO WORK**

**Note: Positions are currently only located at facilities within the Division of Juvenile Justice in Amador, San Joaquin, and Ventura counties.**

- 0005 ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

*NOTE: Youth Correctional Facility has been abbreviated as "YCF." Youth Correctional Center has been abbreviated as "YCC."*

**NORTHERN REGION**

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

**CENTRAL REGION**

<input type="checkbox"/> 1000	<b>Fresno County</b>	<input type="checkbox"/> 1400	<b>Inyo County</b>	<input type="checkbox"/> 1500	<b>Kern County</b>
<input type="checkbox"/> 1600	<b>Kings County</b>	<input type="checkbox"/> 2000	<b>Madera County</b>	<input type="checkbox"/> 2200	<b>Mariposa County</b>
<input type="checkbox"/> 2400	<b>Merced County</b>	<input type="checkbox"/> 2600	<b>Mono County</b>	<input type="checkbox"/> 2700	<b>Monterey County</b>
<input type="checkbox"/> 3500	<b>San Benito County</b>	<input type="checkbox"/> 4000	<b>San Luis Obispo County</b>	<input type="checkbox"/> 4300	<b>Santa Clara County</b>
<input type="checkbox"/> 4400	<b>Santa Cruz County</b>	<input type="checkbox"/> 5000	<b>Stanislaus County</b>	<input type="checkbox"/> 5400	<b>Tulare County</b>

**SOUTHERN REGION**

<input type="checkbox"/> 1300	<b>Imperial County</b>	<input type="checkbox"/> 1900	<b>Los Angeles County</b>	<input type="checkbox"/> 3000	<b>Orange County</b>
<input type="checkbox"/> 3300	<b>Riverside County</b>	<input type="checkbox"/> 3600	<b>San Bernardino County</b>	<input type="checkbox"/> 3700	<b>San Diego County</b>
<input type="checkbox"/> 4200	<b>Santa Barbara County</b>	<input type="checkbox"/> 5600	<b>Ventura County</b> • Ventura YCF		

**ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

After list release, successful candidates may promptly update any address and/or availability for employment preference information by accessing their CalCareer account on the California Department of Human Resources (CalHR) website at [www.jobs.ca.gov](http://www.jobs.ca.gov) or notifying CDCR 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

**SPECIFIC CLASSIFICATION INTEREST AND REQUIRED CREDENTIAL INFORMATION**

Please indicate if you possess or have applied for the required credentials for Teacher, High School - Science, CF. You must also indicate the credentials number and expiration date or the application number and date you applied for the credential.

**Requirements:**

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

**Credential Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

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

**Application Number:** \_\_\_\_\_ **Date Applied:** \_\_\_\_\_

Please mark the appropriate credential(s) you possess:

- A Single Subject Credential in Mathematics. **or**
- A Standard Secondary Credential with a major or minor in Mathematics. **or**
- A General Secondary Credential with a major or minor in Mathematics.

**WORK EXPERIENCE**

Under "Work Experience," for items #1 - #20, please indicate	Frequency				Length of Experience		
	Performed task within last 24 months	Daily	Weekly	Monthly/Quarterly	Never	60+ months	24 to 59 months
<p><b>Frequency:</b>                      A. If you have performed this task within the last 24 months                      B. How often you perform this task                      (Please select <u>one</u> box from "Daily," "Weekly," "Monthly/Quarterly," or "Never" columns.)</p> <p style="text-align: center;"><b>AND</b></p> <p><b>Length of Experience:</b>                      A. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent.                      (Please select <u>one</u> box from the "Length of Experience" column.)</p> <p><b>NOTE: There should be <u>three</u> (3) checkmarks for each question.</b></p>							
1. Engaging students in activities (e.g., direct instruction, distance learning, independent study, etc.).							
2. Preparing course of study, units of instruction, and daily lesson plans.							
3. Managing student records/timekeeping documents.							
4. Supervising the conduct of students while in the classroom.							
5. Assigning and supervising coursework.							
6. Conducting assessments and testing for students.							
7. Evaluating student performance.							
8. Monitoring classroom supplies, materials, and equipment.							
9. Advising students as to their progress.							
10. Preparing reports.							
11. Obtaining students' educational documentation (e.g., high school transcripts, Individual Educational Plan, GED certificates, etc.).							
12. Modifying individual student's basic course of study to address individual needs.							
13. Instructing students in the use of educational materials, resources, and technologies.							
14. Providing educational services in an alternative setting.							
15. Participating as a member of multi-disciplinary team meetings (i.e., Individual Education Plan-IEP).							
16. Participating in training workshops, conferences, faculty meetings, and seminars.							
17. Participating in education program evaluations as part of a team.							
18. Obtaining price estimates for ordering supplies, equipment, and materials essential to the classroom/curriculum.							
19. Participating in additional educational programs (e.g., graduation ceremonies, committees, literacy programs, etc.).							
20. Developing and/or facilitating workshops, conferences, staff development, faculty meetings, or seminars.							

**KNOWLEDGES/SKILLS/ABILITIES (KSA) ASSESSMENT**

For items #1 - #18, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

	KSA Level			
	<u>Extensive</u> Knowledge, Skill, or Ability	<u>Moderate</u> Knowledge, Skill, or Ability	<u>Limited</u> Knowledge, Skill, or Ability	<u>No</u> Knowledge, Skill, or Ability
<p><b>Definition of Levels:</b></p> <p><b><u>Extensive</u> Knowledge, Skill, or Ability:</b> I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge and have applied it to an actual job.</p> <p><b><u>Moderate</u> Knowledge, Skill, or Ability:</b> I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.</p> <p><b><u>Limited</u> Knowledge, Skill, or Ability:</b> I have limited education or training relevant to this ksa, but have not applied it to an actual job.</p> <p><b><u>No</u> Knowledge, Skill, or Ability:</b> I have no experience, education, or training relevant to this KSA.</p>				
1. Applying the principles and methods of teaching.				
2. Applying the principles of educational psychology as applied to teaching.				
3. Utilizing current trends in educational methods.				
4. Applying remedial teaching techniques and adapting instruction for student's deficiencies.				
5. Managing emotional problems of students.				
6. Providing effective leadership and motivation to students.				
7. Teaching students to develop academic goals and objectives.				
8. Working effectively with other subject matter experts to teach techniques.				
9. Successfully gaining the interest, respect, and cooperation of students with specific teaching methods.				
10. Effectively developing socially acceptable attitudes in students by modeling acceptance for cultural, racial, and individual differences.				
11. Communicating effectively and respectfully to promote a positive work environment among staff, students, administration, and the public.				
12. Analyzing situations accurately and taking effective action.				
13. Having and maintaining sufficient strength, agility, and endurance to perform teaching duties and other duties, as required.				
14. Actively participating in group-oriented treatment programs.				
15. Consistently maintaining an empathetic and objective understanding of students.				
16. Effectively demonstrating teaching ability to maximize use of expertise.				
17. Continuously possessing emotional stability necessary to establish and maintain a standard for student behavior.				
18. Continuously demonstrating tact, patience, open-mindedness, and high moral standards valuing students' diverse backgrounds, interests, developmental and educational needs.				

**SPECIFIC WORK EXPERIENCE**

Under "Specific Work Experience," for items #1 - #12, please indicate  <b>Frequency:</b> A. If you have performed this task within the last 24 months B. How often you perform this task (Please select <u>one</u> box from "Daily," "Weekly," "Monthly/Quarterly," or "Never" columns.)  <b>AND</b> <b>Length of Experience:</b> A. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent. (Please select <u>one</u> box from the "Length of Experience" column.)  <b>NOTE: There should be <u>three</u> (3) checkmarks for each question.</b>	Frequency				Length of Experience			
	Performed task within last 24 months	Daily	Weekly	Monthly/Quarterly	Never	60+ months	24 to 59 months	1 to 23 months
1. Demonstrating an understanding of the foundations of the algebra contained in the Mathematics Content Standards for California Public Schools (1997) from an advanced standpoint.								
2. Conveying a rigorous view of algebra and its underlying structures to students.								
3. Demonstrating an understanding of the foundations of the geometry contained in the Mathematics Content Standards for California Public Schools (1997) from an advanced standpoint.								
4. Applying and proving theorems relating to a variety of topics in two- and three-dimensional geometry.								
5. Demonstrating an understanding of the foundations of the number theory contained in the Mathematics Content Standards for California Public Schools (1997) from an advanced standpoint.								
6. Conveying number theory and its underlying structures and instilling a deep conceptual knowledge to students.								
7. Demonstrating an understanding of the foundations of the probability and statistics contained in the Mathematics Content Standards for California Public Schools (1997) from an advanced standpoint.								
8. Instructing students in problem solving and making inferences using statistics and probability distributions.								
9. Demonstrating an understanding of the foundations of the calculus and trigonometry contained in the Mathematics Content Standards for California Public Schools (1997) from an advanced standpoint.								
10. Instructing students to apply the concepts of calculus and trigonometry to solving problems in real-world situations.								
11. Demonstrating an understanding of the history of mathematics as contained in the Mathematics Content Standards for California Public Schools (1997).								
12. Instilling to students the chronological development of mathematics and contributions of historical figures.								



### PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received, credential and/or any registration that may be applicable. In addition, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble these documents in advance to expedite the process

### 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 (Social Media)
- California Department of Corrections and Rehabilitation employee
- Recruitment Mailing
- College/School
- Job Fair/Career Fair
- Other: \_\_\_\_\_

### QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION (STD. 678) RETURN AND MAILING PROCEDURES

#### **THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR TEACHER, HIGH SCHOOL – MATHEMATICS, 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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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

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
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