



## **SUPERVISOR OF ACADEMIC INSTRUCTION, CORRECTIONAL FACILITY (CF) Qualifications Assessment**

Department of Corrections and Rehabilitation

Departmental Open Examination  
Final Filing Date: Continuous

### **EXAMINATION INFORMATION**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Supervisor of Academic Instruction, 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 statewide with CDCR. 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. Please print out, **personally complete**, and sign this examination form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

### **AFFIRMATION STATEMENT**

I hereby certify that the information provided on this Qualifications Assessment 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: \_\_\_\_\_

## FILING INSTRUCTIONS

All applicants must complete and submit the following examination materials:

- [Examination Application \(STD. 678\)](#)
- Qualifications Assessment

By mail to:

**Department of Corrections and Rehabilitation  
Talent Acquisition and Career Services  
P.O. Box 942883  
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Talent Acquisition and Career Services, 101N**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the cut-off date to the street address listed above.

### NOTE:

- All examination materials must have original signatures.
- Be sure your envelope has adequate postage if submitting via mail.
- Faxed or emailed copies will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

## GENERAL INSTRUCTIONS

This Qualifications Assessment is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

This examination is comprised of the following areas:

- Affirmation Statement (page 1)
- Filing Instructions / General Instructions (page 2)
- Prior State Employment / Conditions of Employment (pages 3 - 4)
- Rating Instructions (page 5)
- Knowledge & Experience Assessment (pages 6 - 11)

### 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

## 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 California Department of Human Resources (CalHR) to take this examination?

☐ YES

☐ NO

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.

## CONDITIONS OF EMPLOYMENT

**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    ☐ (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

#### NORTHERN REGION

☐ 0100 – Alameda County

☐ 0200 – Alpine County

☐ 0300 – Amador County

- Mule Creek State Prison

☐ 0400 – Butte County

☐ 0500 – Calaveras County

☐ 0600 – Colusa County

☐ 0700 – Contra Costa County

☐ 0800 – Del Norte County

- Pelican Bay State Prison

☐ 0900 – El Dorado County

☐ 1100 – Glenn County

☐ 1200 – Humboldt County

☐ 1700 – Lake County

☐ 1800 – Lassen County

- High Desert State Prison

☐ 2100 – Marin County

- CSP, San Quentin

☐ 2300 – Mendocino County

☐ 2500 – Modoc County

☐ 2800 – Napa County

☐ 2900 – Nevada County

☐ 3100 – Placer County

☐ 3200 – Plumas County

☐ 3400 – Sacramento County

- CSP, Sacramento
- Folsom State Prison
- Richard A. McGee Correctional Training Center

☐ 3800 – San Francisco County

☐ 3900 – San Joaquin County

- California Health Care Facility

☐ 4100 – San Mateo County

☐ 4500 – Shasta County

☐ 4600 – Sierra County

☐ 4700 – Siskiyou County

☐ 4800 – Solano County

- California Medical Facility
- CSP, Solano

☐ 4900 – Sonoma County

☐ 5100 – Sutter County

☐ 5200 – Tehama County

☐ 5300 – Trinity County

☐ 5500 – Tuolumne County

- Sierra Conservation Center

☐ 5700 – Yolo County

☐ 5800 – Yuba County

## CENTRAL REGION

- ☐ 1000 – **Fresno County**
  - Pleasant Valley State Prison
- ☐ 1400 – **Inyo County**
- ☐ 1500 – **Kern County**
  - California City Correctional Facility
  - California Correctional Institution
  - Kern Valley State Prison
  - North Kern State Prison
  - Wasco State Prison
- ☐ 1600 – **Kings County**
  - Avenal State Prison
  - CSP, Corcoran
  - CA Substance Abuse Treatment Facility
- ☐ 2000 – **Madera County**
  - Central California Women's Facility
  - Valley State Prison
- ☐ 2200 – **Mariposa County**
- ☐ 2400 – **Merced County**
- ☐ 2600 – **Mono County**
- ☐ 2700 – **Monterey County**
  - Correctional Training Facility
  - Salinas Valley State Prison
- ☐ 3500 – **San Benito County**
- ☐ 4000 – **San Luis Obispo County**
  - California Men's Colony
- ☐ 4300 – **Santa Clara County**
- ☐ 4400 – **Santa Cruz County**
- ☐ 5000 – **Stanislaus County**
- ☐ 5400 – **Tulare County**

## SOUTHERN REGION

- ☐ 1300 – **Imperial County**
  - Calipatria State Prison
  - CSP, Centinela
- ☐ 1900 – **Los Angeles County**
  - CSP, Los Angeles County
- ☐ 3000 – **Orange County**
- ☐ 3300 – **Riverside County**
  - California Rehabilitation Center
  - Chuckawalla Valley State Prison
  - Ironwood State Prison
- ☐ 3600 – **San Bernardino County**
  - California Institution for Men
  - California Institution for Women
- ☐ 3700 – **San Diego County**
  - RJ Donovan Correctional Facility
- ☐ 4200 – **Santa Barbara County**
- ☐ 5600 – **Ventura County**

## ADDRESS OR EMPLOYMENT CHANGES

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

Once logged into your CalCareer Account, from the **My Account** page:

- Update your personal information (name, address, phone number) by selecting “Contact Information” under **Account Management**.
- Update your employment preference information (tenure, time base, location preferences) by selecting “Exam / Assessment Records” under **Exams / Assessments**, then selecting the list you have eligibility on, then selecting “Change Conditions of Employment” under **Eligibility Record Actions**.

## **RATING INSTRUCTIONS**

Rate your knowledge and experience performing specific job-related actions, using the rating scale(s) below.

Respond to each statement, beginning on the following page, by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided. Responses may not be changed or added once submitted to Talent Acquisition and Career Services. Missing responses will result in a lower score.

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**

#### **Extensive Experience**

I have more than 6 years of experience in regularly performing this action **and** I have instructed others on this specific action.

#### **Moderate Experience**

I have more than 4 years, but less than 6 years of experience performing this action **and** I can perform it independently.

#### **Basic Experience**

I have more than 2 years, but less than 4 years of experience performing this action **and** I have performed it regularly with minimal or no assistance.

#### **Limited Experience**

I have less than 2 years of experience in performing this action **and** I may require assistance for successful performance.

#### **No Experience**

I have never performed this action.

1. Evaluate or supervise educational programs to ensure quality services are provided to students through instructional leadership.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

2. Evaluate or supervise the delivery of approved course curriculum.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

3. Develop and/or participate in a professional learning community.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

4. Establish and maintain effective working relationships by communicating in a professional manner.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

5. Perform classroom observations to identify instructional needs.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

6. Facilitate mentorship and training to faculty and/or staff.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

7. Assist administration in coordinating students' instructional time with conflicting institutional/school activities.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

8. Participate as a member of various multidisciplinary committees or boards.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

9. Collaborate with teachers and other stakeholders to increase instructional time by monitoring student attendance.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

10. Prepare accurate and effective written documents (e.g., memos, reports, proposals, etc.) utilizing current technology.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

11. Maintain order by directing and supervising the conduct of students to ensure a safe environment.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

12. Maintain order by directing and supervising staff/faculty to ensure a safe work environment.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

13. Consult with the appropriate stakeholders on education matters to resolve school 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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

14. Review classroom course content and/or training materials to meet the approved curriculum standards.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

15. Develop the knowledge and abilities of employees utilizing performance evaluations, professional development, and other training opportunities.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

16. Analyze student progress utilizing assessment tools to provide program accountability and effectiveness.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

17. Supervise the administration of standardized testing to ensure security protocol compliance.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

18. Provide direction and/or facilitate the school accreditation processes, compliance reviews, and/or audits.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

19. Provide faculty and staff training and resources to ensure they are in compliance with all Americans with Disabilities Act laws, mandates, and regulations.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

20. Compile and analyze data to monitor and improve student outcomes.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

21. Prioritize, allot, and track budgetary funding to ensure fiscal responsibility.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

22. Oversee and/or evaluate the implementation of general and/or alternative education programs, utilizing direct instruction, correspondence, and/or technology.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

23. Review and respond to student/parent complaints and/or grievances to resolve 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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

24. Review and respond to faculty/staff complaints and grievances to resolve 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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

25. Oversee and/or coordinate a district/school/satellite library program(s).

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

26. Prioritize, allot, and track budgetary funding to ensure fiscal responsibility.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

27. Represent the organization, regarding educational matters, in staff, administrative, and professional meetings and/or conferences.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

28. Monitor inventories (e.g., equipment, materials, and supplies) to facilitate daily educational operations.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

29. Prepare, track, and monitor orders through the procurement process.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

30. Adhere to and provide support to staff regarding mandates concerning Equal Employment Opportunity (EEO) rules.

**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
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

**THIS CONCLUDES THE EXAMINATION**

**REVISION DATE:** 7/28/2023 - DK