



VOCATIONAL INSTRUCTOR, OFFICE SERVICES AND RELATED TECHNOLOGIES, CORRECTIONAL FACILITY (CF) Qualifications Assessment

Department of Corrections and Rehabilitation

Departmental Open, Non Promotional Examination

Examination Code: 5CEAY

Final Filing Date: Continuous

EXAMINATION INFORMATION

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Vocational Instructor, Office Services and Related Technologies, 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, 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)
- Montoya Act / Prior State Employment / Conditions of Employment (pages 3 - 4)
- Address or Employment Changes / Required Credential Information (page 5)
- Knowledge, Skill, or Ability Assessment (pages 6 - 10)
- Work Experience Assessment (pages 11 - 16)

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

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

☐ **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

- | | | |
|--|---|---|
| <input type="checkbox"/> 1000 – Fresno County <ul style="list-style-type: none">• Pleasant Valley State Prison | <input type="checkbox"/> 1600 – Kings County <ul style="list-style-type: none">• Avenal State Prison• CSP, Corcoran• CA Substance Abuse Treatment Facility | <ul style="list-style-type: none">• Correctional Training Facility• Salinas Valley State Prison |
| <input type="checkbox"/> 1400 – Inyo County | | <input type="checkbox"/> 3500 – San Benito County |
| <input type="checkbox"/> 1500 – Kern County <ul style="list-style-type: none">• California City Correctional Facility• California Correctional Institution• Kern Valley State Prison• North Kern State Prison• Wasco State Prison | <input type="checkbox"/> 2000 – Madera County <ul style="list-style-type: none">• Central California Women's Facility | <input type="checkbox"/> 4000 – San Luis Obispo County <ul style="list-style-type: none">• California Men's Colony |
| | <input type="checkbox"/> 2200 – Mariposa County | <input type="checkbox"/> 4300 – Santa Clara County |
| | <input type="checkbox"/> 2400 – Merced County | <input type="checkbox"/> 4400 – Santa Cruz County |
| | <input type="checkbox"/> 2600 – Mono County | <input type="checkbox"/> 5000 – Stanislaus County |
| | <input type="checkbox"/> 2700 – Monterey County | <input type="checkbox"/> 5400 – Tulare County |

SOUTHERN REGION

- | | | |
|---|--|--|
| <input type="checkbox"/> 1300 – Imperial County <ul style="list-style-type: none">• Calipatria State Prison• CSP, Centinela | <input type="checkbox"/> 3300 – Riverside County <ul style="list-style-type: none">• California Rehabilitation Center• Chuckawalla Valley State Prison• Ironwood State Prison | <input type="checkbox"/> 3700 – San Diego County <ul style="list-style-type: none">• RJ Donovan Correctional Facility |
| <input type="checkbox"/> 1900 – Los Angeles County <ul style="list-style-type: none">• CSP, Los Angeles County | <input type="checkbox"/> 3600 – San Bernardino County <ul style="list-style-type: none">• California Institution for Men• California Institution for Women | <input type="checkbox"/> 4200 – Santa Barbara County |
| <input type="checkbox"/> 3000 – Orange 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**.

REQUIRED CREDENTIAL INFORMATION

Please indicate if you possess or have applied for the required credential for this Vocational Instructor classification. You must also indicate the credential 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.

Credential Number: _____ Expiration Date: _____

- ☐ I am currently not a Vocational Instructor. I have not yet applied for the required Preliminary/Clear Credential with the California Commission on Teacher Credentialing. If given a contingency job offer, I will provide application verification within 30 days of that job offer.

KNOWLEDGE, SKILL, OR ABILITY (KSA) ASSESSMENT

Rate your knowledge, skill, or ability performing specific job-related actions, using the rating scale below.

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 the scale provided. Responses may not be changed or added once submitted to the Office of Workforce Planning. 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 - KNOWLEDGE, SKILL, OR ABILITY RELATED TO THIS STATEMENT

Extensive Knowledge, Skill, or Ability

I have effectively and efficiently applied this KSA to an actual job without supervision.

Moderate Knowledge, Skill, or Ability

I have applied this KSA to an actual job, but may require general supervision.

Limited Knowledge, Skill, or Ability

I have education or training relevant to this KSA, but have not applied it to an actual job.

No Knowledge, Skill, or Ability

I have no experience, education, or training relevant to this KSA.

- | |
|---|
| 1. Knowledge of methods, materials, tools, machines, equipment, and safety principles in order to teach Office Services and Related Technologies. |
|---|

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

- | |
|---|
| 2. Knowledge of principles, methods, practices, current developments, and trends in vocational education. |
|---|

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

3. Knowledge of principles and practices of classroom management as it relates to the instructional and behavioral issues of teaching students to provide a safe and effective learning environment.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

4. Knowledge of all equipment and tools used in Office Services and Related Technologies.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

5. Knowledge of principles and processes for providing customer service which includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

6. Knowledge of education programs in the rehabilitative efforts of inmates to successfully transition back in society.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

7. Knowledge of record keeping in order to maintain compliance with State and Federal laws, rules, regulations, court mandates, and accountability of education programs.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

8. Knowledge of educational tests to determine students' placement and/or achievement.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

9. Ability to perform the duties of a journeyperson to ensure quality instructional services are provided.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

10. Ability to provide leadership and motivation to students in education programs to ensure quality instructional services are provided.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

11. Ability to effectively communicate with others both verbally and in written correspondence.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

12. Ability to effectively read and use drawings and sketches in order to complete an Office Services and Related Technologies job.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

13. Ability to estimate and order supplies to maintain inventory.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

14. Ability to maintain fair and firm discipline in a clinical or educational setting to foster the independence and safety of students.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

15. Ability to maintain and prepare records to communicate students' progress.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

16. Ability to effectively set individualized goals and objectives for students to achieve.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

17. Ability to effectively demonstrate the repetition of tasks for students in order to achieve learning competence.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

18. Ability to effectively operate all related tools and equipment to maintain shop standards, cleanliness, and safety.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

19. Ability to utilize current technology to enhance communication and maximize job effectiveness.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

20. Skill to plan, coordinate, and implement education programs to ensure program quality and student success.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

21. Skill to successfully gain the interest, respect, and cooperation of students utilizing specific teaching methods to create an atmosphere that is fair, firm, and consistent in a classroom setting.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

22. Skill to effectively develop socially acceptable attitudes in students by modeling acceptance for cultural, racial, and individual differences.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

23. Skill to demonstrate time management effectively to prioritize and accomplish job duties.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

24. Skill to research a wide variety of resources/data to provide information, options, recommendations, and/or produce accurate reports.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

25. Skill to apply time management skills to effectively prioritize to accomplish job duties.

Knowledge, Skill, or Ability related to performing this action

- ☐ Extensive Knowledge, Skill, or Ability
- ☐ Moderate Knowledge, Skill, or Ability
- ☐ Limited Knowledge, Skill, or Ability
- ☐ No Knowledge, Skill, or Ability

CONTINUE TO THE WORK EXPERIENCE ASSESSMENT

WORK EXPERIENCE ASSESSMENT

Rate your experience performing specific job-related actions, using the rating scale below.

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 the scale provided. Responses may not be changed or added once submitted to the Office of Workforce Planning. 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 - EXPERIENCE RELATED TO PERFORMING THIS ACTION

Extensive Experience

I have more than 4 years of experience in regularly performing this action **and** I have instructed others on this specific action.

Moderate Experience

I have more than 3 years, but less than 4 years of experience performing this action **and** I can perform it independently.

Basic Experience

I have more than 2 years, but less than 3 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. Training students in career technical education skills in order to assist them in becoming productive and contributing members of society. |
|---|

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

- | |
|---|
| 2. Participating as a member of an interdisciplinary treatment team (e.g., custody, academic, vocational, etc.) to fulfill court mandates and specialized treatment requirements. |
|---|

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

3. Reporting the outcome of classroom activities to evaluate and improve methods and techniques of providing services to students.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

4. Supervising the conduct of students while in the classroom or shop.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

5. Implementing competency-based instruction/training and direct supervision to meet or exceed occupational trade standards.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

6. Providing instruction, training, and supervision to students to educate in the classroom and/or shop of an educational program.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

7. Developing appropriate lesson plans for students with curriculum to fulfill educational mandates.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

8. Communicating in a professional and effective manner with others (e.g., faculty, staff, etc.) to establish and maintain effective working relationships.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

9. Implementing identifiable reasonable accommodations for students according to their referrals and assessments.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

10. Counseling students to provide feedback regarding their participation in an instructional program.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

11. Evaluating new training materials and equipment via community contacts or training seminars to keep up with current standards/trends in the industry.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

12. Differentiating instruction to meet the needs of students various skill levels by assessing the individual students' knowledge and experience.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

13. Participating in the administration and security of standardized testing to ensure assessment results are valid.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

14. Participating in the delivery of educational support services to students to meet students' educational needs to comply with all Federal, State, and departmental mandates.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

15. Participating in the delivery and use of course content and training materials to aid in the education and rehabilitation process.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

16. Gathering information and documentation needed in order to purchase equipment, instructional materials, and supplies.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

17. Monitoring all classroom and/or shop supplies, materials, and equipment to ensure against loss or misuse.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

18. Attending on and offsite professional development and staff meetings to remain current in required and mandatory training.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

19. Providing supervision of students in order to maintain security of work areas and materials, and prevent escape and injury to students, others, or property.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

20. Participating in professional development on assessments/identification instructional methods and strategies/techniques to support students with special needs.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

21. Participating in student centered meetings to ensure regular and special needs of students utilizing professional knowledge, interpersonal communication skills, and knowledge of regulations and procedures, etc.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

22. Maintaining accurate and complete student's records in order to meet the individual adult/youthful offenders' educational needs and ensure compliance with all Federal, State, and departmental mandates.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

23. Expanding daily lesson plans to include the approved curriculum for employability and life skills to prepare students for reintegration utilizing subject matter, knowledge of community/institutional resources, communication skills, etc.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

24. Planning and conducting activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

25. Advising students as to their progress in their assigned instructional program in order to meet their educational goals and objectives utilizing communication skills, subject matter knowledge, motivational skills, etc.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

26. Maintaining classroom and shop standards by inspecting equipment and tools for cleanliness and safety to prepare an effective learning environment.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

27. Planning and assigning training programs for students in the Office Services and Related Technologies trade to teach methods and techniques.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

28. Administering training to students on Internet and Computing Core Certification (IC3) and Microsoft Office Suite in order to assist students in becoming knowledgeable in computer programs utilizing computer equipment and programs on an ongoing basis.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

29. Assist students in identifying their employment goals, knowledge, skill and abilities in order to prepare students to apply and find a job, utilizing the curriculum, and other teaching methods per the Competency Guideline provided by the Office of Correctional Education (OCE) on an ongoing basis.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

30. Administering exams to students to determine competency in each subject relating to Office Services and Related Technologies utilizing Module Completion Tests for Understanding as mandated by OCE on an ongoing basis

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

31. Teaching students Office Services and Related Technologies skills in order to certify students in the mastery of the competency utilizing the Module Completion Tests for Understanding on an ongoing basis.

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

32. Providing training to students on Office Services and Related Technologies in order to prepare students to pass written exams using modules, computer equipment, computer software, etc. on an ongoing basis

Experience related to performing this action

- ☐ Extensive Experience
- ☐ Moderate Experience
- ☐ Basic Experience
- ☐ Limited Experience
- ☐ No Experience

THIS CONCLUDES THE EXAMINATION

REVISION DATE: 8/01/23 - HG