

# Group Leader Position STUDY GUIDE and Practice Test



**As Group Leader, you will have the opportunity to:**

- Lead children in a balanced after school program
- Use classroom management skills so students will gain enrichment
- Support your site in achieving the nine goals of Anaheim Achieves
- Participate in staff development to improve your skills

**Assessment:** An assessment is required of prospective Group Leader applicants. This Study Guide contains general topics to review as you prepare for the approximate *two-hour test*. Topics to review are listed below in alphabetical order.

**Part I: Situation Analysis Skills** - practical situations you may encounter and your reaction to them

**English Language Arts** - multiple choice questions      **Basic Mathematics** - without use of calculator

(Time allowed: 90 minutes)

**Part 2: Writing a short essay** on a familiar topic (Writing time: 30 minutes)

## PRACTICE TEST

**FOLD THE PAPER WHEN DOING THIS SAMPLE TEST, SO ANSWERS DO NOT SHOW:**

Part I : SITUATION ANALYSIS : Circle the correct answer	Answer
<p><b>1. Creating a positive environment:</b> When children first arrive at school, the Group Leader should first:</p> <p>a. Nod head to say hello    b. Greet child by name    c. Grab hand gently and show them their seat</p>	<b>b.</b>
<p><b>2. Discipline principles:</b> If you are <i>consistent</i> with a child about classroom rules, the child will:</p> <p>a. Quickly become bored    b. Will know what to expect    c. Realize you are inconsistent and misbehave.</p>	<b>b.</b>
<p><b>3. Emergency preparedness:</b> Being prepared for emergencies is the responsibility of:</p> <p>a. The Group Leader    b. Every adult in the after school program    c. The Program Supervisor</p>	<b>b.</b>
<p><b>4. Handling disputes:</b> If two children are fighting, you should:</p> <p>a. <i>Immediately</i> contact Program Supervisor    b. Talk to the children to find out the reason c. Remind the children that fighting could turn into bullying</p>	<b>b.</b>
<p><b>5. Helping with homework:</b> The Group Leader should be able to:</p> <p>a. Monitor children to make sure they stay on task    b. Make sure the children are working fast so <i>all children</i> finish their homework in one hour    c. Scold children who play around during homework time.</p>	<b>a.</b>
<p><b>6. Principles of child care:</b> Which of the following is <i>true</i>?</p> <p>a. Children of school age should automatically know what is expected of them.    b. If Maria hits Juan, tell Juan to hit her back <i>gently</i>.    c. Be a role model for children in how you expect them to behave.</p>	<b>c.</b>
<p><b>7. Professionalism:</b> Since you are a Group Leader, your role is to:</p> <p>a. Discuss a child's behavior with the parent of another child.    b. Compare one child's progress to another's.    c. Call the Child Abuse hotline to report suspected child abuse, advising the Program Supervisor you have put in a report.</p>	<b>c.</b>

**8. Interpreting written information:**

Read the following note to parents. Review the information and answer the questions that follow.

**ANAHEIM ACHIEVES**

Dear Parent,

Your child has been selected to attend the Anaheim Achieves Kids Challenge College Study Trip taking place at Tiger Woods Learning Center (TWLC) on Wednesday, February 6, 2013.

Kids Challenge is an off campus event for Grades 5 and 6 students that has to do with academic achievement and incentives to go to college. On February 6, four students from each Anaheim Achieves site will be bused to TWLC where they will watch the Kids Challenge Academic Decathlon event. **In order to attend, they will be released from their classrooms at 1:20 PM and will return at 5:45 PM.**

- 1:20 Student dismissal to Anaheim Achieves needed at approximately this time.
- 1:30 – 2:45 Student bus trip from Anaheim Achieves to TWLC
- 2:45 – 3:25 Kids Challenge Participants meet with Roberta or Designee / College Packets distributed
- 3:25 – 3:45 Students use restrooms and find seats in TWLC auditorium
- 3:45 – 3:50 Welcome from TWLC
- 3:50 – 5:00 Kids Challenge in TWLC Auditorium
- 5:00 – 5:15 Load buses and leave for Anaheim Achieves Sites
- 5:45 Students arrive at Anaheim Achieves. Staff supervision until parent pick up.

If you would like to participate, meet us at 3:15 PM at the TWLC Auditorium. If you have any questions, please contact your child’s Anaheim Achieves Program Supervisor. We hope to see you on Wednesday, February 6!

Sincerely,  
Anaheim Achieves Staff

- Yes, I give permission for my child, \_\_\_\_\_ to be released from school at 1:20 PM in order to participate in the Anaheim Achieves Kids Challenge College Study Trip.
- No, I do not give permission for my child, \_\_\_\_\_ to be released from school at 1:20 PM in order to participate in the Anaheim Achieves Kids Challenge College Study Trip.

\_\_\_\_\_  
Parent Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

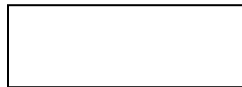
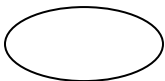
Please return the bottom section of this form to the Anaheim Achieves Program Supervisor no later than Wednesday, January 30, 2013.

<b>8. (continued) Interpreting written information – Questions:</b>		
By what date do parents have to send back the permission form? a. January 30                      b. February 6                      c. As soon as possible		a.
What is the <i>full</i> name of the event? a. Kids Challenge                      b. Kids Challenge College Study Trip                      c. Tiger Woods Learning Center		b.
At what time do students arrive at TWLC? a. 5:45 PM                      b. 1:30 - 2:45 PM                      c. 3:45 – 3:50 PM		b.

ENGLISH	
<b>1. Alphabetization:</b> What word would come <i>after</i> the word flower? a. flame b. fluster c. flip	b.
<b>2. Grammar, punctuation, and use:</b>  GRAMMAR: Which one of the following is <b>correct</b> ? a. Him and her were going home. b. Whose paper is this? c. Their going home right now.  PUNCTUATION: Which of the following is <b>incorrect</b> ? a. Please give me Alan's paper. b. Who's going to the party? c. Their going to mail the letter tomorrow.  USE: When greeting someone, the <i>more acceptable</i> way to greet someone in a work setting is: a. Hey! b. Hello or Hi c. What's up?	b.  c.  b.
<b>2. Parts of Speech:</b> The following is a <i>verb</i> : a. goes b. promptly c. motion  What is the <i>noun</i> : a. went b. Miguel c. eagerly  Circle the <i>adverb</i> : a. eagerly b. Araceli c. home  What is the pronoun? a. too b. my c. he	a.  b.  a.  c.
<b>3. Sequence:</b> The following phrases make up a sentence. Which phrase would come <i>last</i> in the sentence? a. to check the storm damage. b. and ran outside c. He hurriedly put on his boots	a.
<b>4. Spelling:</b> Which is the <i>correct</i> spelling in each row?  He ran ( <i>a. acrost b. across c. accross</i> ) the street.  ( <i>a. Whose b. who's c. whoo's</i> ) book is this?  The ( <i>a. temperature b. tempature c. timpature</i> ) is pretty high today.	b.  a.  a.

**MATHEMATICS** (Use of calculator is not permitted)

What is the name of the following shapes? Write the name under the shape.



Oval  
Triangle  
Rectangle  
Parallelogram

\_\_\_\_\_

\_\_\_\_\_

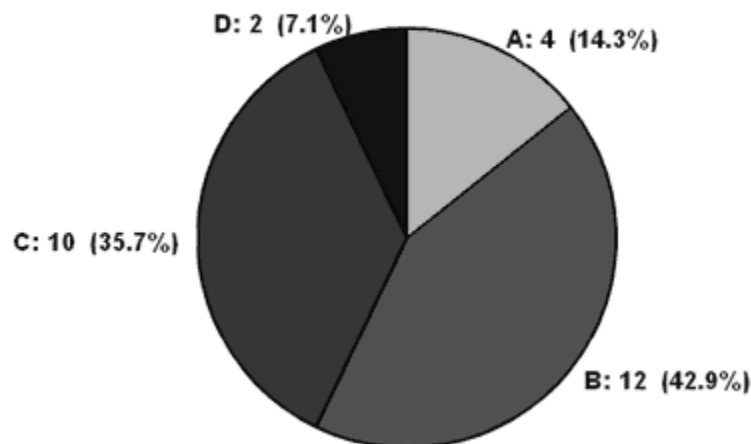
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\_\_\_\_\_

MEASUREMENT	
How many <i>feet</i> are in <i>one</i> yard? a. 2'                      b. 3'3"                      c. 3'	c
A mile is how many <i>feet</i> ? a. 5,280                      b. 5, 820                      c. 5, 200	a.
NUMBERS IN A SERIES	
What is the next number in this series? 5, 9, 13, _____	17
What is the next number in this series? 101, 96, 91, _____	86

OPERATIONS: Addition, Multiplication, Subtraction, Division	
5+11                      _____	16
130+140                      _____	270
19-7                      _____	12
9x6                      _____	54
4x7                      _____	28
80x7                      _____	560
700-250                      _____	450
2300-1900                      _____	400
600-60                      _____	540
144/12                      _____	12
36/6                      _____	6
371-70                      _____	301
PERCENTAGES	
What percentage of 100 is 26?	26%
If a store has to charge 9% tax, what would the <i>tax</i> be on a purchase of \$128.00	\$11.52
READING NUMERALS, TABLES, CHARTS	

Student Grades



<b>Use the pie chart above to determine:</b> What <i>percentage</i> of students received a <u>B grade</u> ?	42.9
What <i>grade</i> did the <u>lowest percentage</u> of students receive?	D

<b>WORD PROBLEMS:</b>	
A teacher has five boxes of chalk. Each box contains six single chalk sticks. If she has a class of 29 students, will she have to borrow a piece of chalk for herself?	No

<b>Part 2 :</b> <b>WRITING A SHORT ESSAY:</b> Write a short essay about a familiar topic. Use at least three paragraphs. Here is a sample test item:	<i>(30 minutes allowed)</i>
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**Leisure time activities and hobbies play a role in our lives. For this writing assessment, select something you like to do (or would like to do) after you’ve completed your chores, homework, job, etc.**

- Give yourself 30 minutes (a half hour) to write on the topic. Be sure you have an *introduction, body, and closing* (at least three paragraphs).
- Jot down a few ideas before beginning to write. (*What, where, when, with whom, how, and why* are questions you might answer when you write.)
- Put any details in the order in which they happen, if they show a sequence of things you do.

**Here is a checklist for you when you review your work:**

- Did you (1) explain your topic and (2) use proper English grammar, punctuation, spelling, and sentence structure?
- Did you edit your paper, check spelling, and make sure erasures are clear?
- Did you use your best handwriting?
- Did you avoid using texting language, e.g., u, thru, LOL, etc?

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*(Consider naming your essay after you complete it.)*

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## How to do well on the Group Leader Test 😊

- (1) Read questions carefully.
- (2) Study multiplication tables.
- (3) Review basic rules of grammar and spelling.
- (4) Study the possessive case.
- (5) Know the difference between *they're*, *there*, and *their*; and *whose* and *who's*
- (6) Know the difference between *your* and *you're*; and *to*, *two*, and *too*.
- (7) Know that you never start a sentence with *him*, *her*, *her* and *him*.
- (8) Give it your best!

Go the web and review information. Check out the different sites. Below are a few examples; however, you are encouraged to explore the web on your own.

English/Language Arts: <http://www.learnamericanenglishonline.com>

Writing Paragraphs: <https://owl.english.purdue.edu/owl/resource/606/01/>

Mathematics: <http://www.csun.edu/~vcmth00m/practice.html>

***Thank you for your interest in becoming a Group Leader with the award-winning Anaheim Achieves After School Program!***



9/15/13

**END OF STUDY GUIDE**