

Section 5

TESTING SCHEDULE

Clerical Testing
Requirements





Human Resource Services

Testing Schedule

Paraprofessional, Typing/Software Skills, Lifting Test, Bilingual Test

If the position(s) you are applying for requires one of the following tests, it is your responsibility to attend one of the testing sessions or schedule an appointment.

Paraprofessional Testing: All Bilingual Teacher Assistant (English portion only); Employment Coach, Special Education, Family Advocate (Integrated Support Services); Home Visitor, Head Start/Early Head Start Home-Based Program, In-House Suspension Staff Assistant; all Instructional Aides; Interpreters for the Deaf; and Transition Assistant, Special Education, positions. New Hires and Subs: AA Degree OR completed at least two years of study in an institution of higher education, 48 units. Permanent SCUSD Paraprofessionals: Currently employed paraprofessionals have FOUR YEARS (January 2006) to meet the above standards.

Typing and Software Skills Testing (QWIZ): All positions that require typing or software skills testing (Microsoft Word, Excel, etc.).

- After testing, the Instructor will record your test results with Human Resource Services for consideration on future vacancies you apply for.

Location: Serna Center
5735 47th Avenue
Sacramento, CA 95824

Phone: (916) 643-7455 or (916) 643-7456

Call to schedule appointment for typing and software skills testing. Drop-ins are welcome if space is available.

Employee Entrance Evaluation (EEE Lifting Test): Facilities and Operations, Bus Driver, Bus Attendant, Custodian, Equipment Mechanic, Food Service Worker, Grounds Maintenance Worker, Special Education Instructional Assistant, Substitute Instructional Assistants, Warehouse/Delivery Worker, Children's Center Instructional Aide, and Campus Monitor positions.

- After testing, Schools Insurance Authority will notify Human Resource Services of test results, which will be recorded and referred to on future vacancies for which you apply.

Location: Schools Insurance Authority
9800 Old Placerville Road
Sacramento, CA 95827

Phone: (916) 364-1281

Candidate will be provided with an authorization form for test. Call Schools Insurance Authority to schedule an appointment for the lifting test.

School Plant Operation Manager Positions.

- After testing, District Operations will notify Human Resource Services of test results to be recorded for consideration on future vacancies you apply for.

Location: District Operations
2501 5th Street
Sacramento, CA

Phone: (916) 264-4077

Scheduled testing dates and times will be coordinated by Human Resource Services (Monday through Friday).

Bilingual Teacher Assistant Testing: If you are selected for an interview, a bilingual question will be asked to test language proficiency. Appointment will be scheduled for additional bilingual testing for final candidate.