**If the position(s) you are applying for requires one of the following tests, <u>it is the applicants' responsibility to schedule an appointment</u> with Human Resources and/or School Insurance Authority, if applicable.**

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| **Location:** Serna Center<br>5735 47th. Avenue<br>Sacramento, CA 95824<br><br>**Phone:** (916) 643-9050 or (916) 643-7455/7456<br><br>**Email:** HR@scusd.edu | **Appointment Only:**<br>Human Resources will not accept drop-in applicants. Contact Human Resources to schedule appointment for typing and software skills testing.<br><br>Please note: Please Bring Identification |

**Paraprofessional Testing:** All Bilingual Teacher Assistant; 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.
**\*<u>New Hires and Subs</u>:**
completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant

**Bilingual Teacher Assistant Testing:** If the applicant made a contingent offer of employment for a Bilingual position, you must complete a written and verbal Bilingual proficiency test.

**Typing and Software Skills Testing (QWIZ):** All positions that require typing or software skills testing (Microsoft Word, Excel, etc.).
After testing, Human Resources will record your test results and keep them on file for consideration on future vacancies.

**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 positions.

After testing, <u>Schools Insurance Authority will notify</u> Human Resource Services of test results, after which Human Resources will contact the applicant with next steps in the hiring process.

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| **Location:** Schools Insurance Authority<br>9800 Old Placerville Road<br>Sacramento, CA 95827<br><br>**Phone:** (916) 364-1281 | Please note:<br>Human Resource Services will send an authorization email to School Insurance Authority on behalf of the candidate.<br><br>Applicants must contact School Insurance Authority to make an Lift test appointment within 48 hours |