

# CODESP NEWS

VOLUME 31, ISSUE 3

OCTOBER, 2002

## MEMBERSHIP TRAINING

The second meeting of the program year will be **November 15**, at **Fountain Valley School District** from 10 a.m. to 12 noon. (see website).

The topic of the meeting will be **ED-JOIN** and our speaker will be Joan Beightler, Director of Special Projects. ED-JOIN is the Education Job Opportunities Information Network. It is a free service from the California County Superintendents Educational Services Association. With financial support from the California Teacher Recruitment and Incentive Program, ED-JOIN is an Internet based recruitment tool created exclusively for California's public education system.

ED-JOIN currently serves nearly six hundred school districts and county offices. ED-JOIN.ORG is a public site where job seekers can:

- Register for services from the California Teacher Recruitment and Incentive Program.
- Search for jobs.
- Apply for positions online.

On **January 10, 2003**, CODESP Executive Director Marianne Tonjes will provide Employee Selection Planning training at **Beaumont Unified School District** in Riverside County. The meeting will be held from 10 a.m. – 12 noon. This is a great entry level training course, or a refresher, for human resource staff involved in the recruitment and selection of classified employees.

**January 22, 2003, San Lorenzo Unified School District** (Bay Area) will host a meeting with Jeff Malek as our speaker. Jeff will provide a repeat of his meeting in Long Beach on Job Descriptions and the Law. He will discuss the important elements of a job description as it ties into safety, workers compensation, FMLA, and the ADA. The meeting will be from 10 a.m. - 12 noon.

**View schedules and maps at:  
[www.codesp.com/schedule.shtml](http://www.codesp.com/schedule.shtml)**

## JOB DESCRIPTIONS/SAFETY AND THE LAW

Jeff Malek, of Malek and Malek, a labor employment firm with offices in Northern and Southern California, recently provided a workshop to our members in Long Beach. Jeff stressed the benefits of writing job descriptions that include issues of safety training. While these issues are not always linked, job descriptions can help the employer to defend claims of discrimination in the hiring process, as well as following a workers' compensation claim.

Job descriptions also assist the employer in ADA claims and OSHA citations. Jeff cautioned against writing generic descriptions and encouraged members to engage in an interactive process to develop accurate descriptions for physical requirements as well as job duties.

Malek and Malek offers services such as writing descriptions and job safety analyses. They employ an in-house HR professional who can assist managers in such matters. His email address is: [JMalek@MalekLaw.com](mailto:JMalek@MalekLaw.com).

## WHO'S WHO?

Have a new email address or new staff member? Let us know by emailing Marianne at [marcodesp@aol.com](mailto:marcodesp@aol.com). You can receive updates and other valuable information by adding your email address to this list. Also, to receive CODESP materials members must be listed on a Security Agreement which can be found on the website. Complete the form and fax it to us.



## NO CHILD LEFT BEHIND ACT FURTHER UPDATES

***As was reported in a recent email to our members, Senate Bill 1405 was approved September 29. This bill was sponsored by the California School Employees Association (CSEA).***

CSEA, who helped sponsor the bill, offers several questions and answers on their website. According to their analysts, SB 1405 is fully in compliance with and aligned to the No Child Left Behind Act. The bill grandfathers all paraprofessionals who were hired on or before January 2, 2003, and who have already been tested previously. Since we do not know if the Federal government will react to the grandfathering clause in the act, we suggest that districts take a "wait and see" approach in regards to their current aides and test only the new employees until we receive further direction.

CSEA does not believe that the new California High School Exit Exam, or the CBEST examination, would be an appropriate test for paraprofessionals as explained in the following statement from their website, "Many existing teachers, administrators, and paraprofessionals would fail the high school exit exams if they were required to take it. Similarly, the CBEST is inappropriate because it was designed to test a teacher, who had more training and schooling than a paraprofessional."

We agree that the format that is used in the existing state tests would not be appropriate for paraprofessionals. The tests were written for students who are currently enrolled in high school or for teachers who have had at least some training or education. But since we know that the test should be rigorous and equivalent to high school graduation standards, we use them as a guide to the type of questions that should be included on the test. CODESP offers a sample Instructional Aide exam with several options. Each district can choose the level of difficulty for their district's examination. We encourage members to customize the examination to fit their needs. High school curriculum personnel from each district should review the test question options before deciding on the final test content.

The California Department of Education issued the following statement regarding the NCLBA:

"At this time, the state does not plan to develop a formal state assessment. Any formal assessment selected or developed by a district should, in that district's judgment, demonstrate that the paraprofessional has met a rigorous standard of quality, and has the knowledge of and ability to assist in instruction. Basic skills assessments, which test only content knowledge, but not the knowledge of and ability to assist in instruction, would not be sufficient to meet the requirement."

Our sample test also includes a segment to test the ability to assist in instruction per the new requirements. This is not a group of questions that determines if candidates can teach, it is a segment that can be used to determine if the candidate can read and follow directions that are typically provided to an aide by a teacher. It also asks them to answer common sense questions relating to dealing with students. Since the minimum qualifications are limited for paraprofessionals, the test should not include questions requiring the levels of knowledge and experience expected from a teacher, the test should be job related.

We also offer our members a test study guide and suggest that candidates be told what areas to study before the test. Individuals preparing to test for the position of paraprofessional must study if they hope to do well. Most adults have forgotten basic algebra and geometry and need to refresh their knowledge. *The Tips to Increase Your Test Taking Skills* can be found in our Member's Only area of our website.

Some CODESP members in the same communities are adopting a test using CODESP materials that can be used by each of them. When individuals pass the test they receive a card and this card can be used so that they do not need to retest when applying for aide positions at other districts within the group.

As with any new legislation it will take time to understand all of its ramifications and there will be many opinions offered. Meanwhile, it is clear that most districts need to upgrade their tests.

## UPCOMING CONFERENCES

### **WRIPAC**

**Western Regional Intergovernmental  
Personnel Assessment Council  
January 29, 2003, 8:30- 4:30 p.m.  
Preconference Training**

Prior to the January meeting there will be a choice of 3 training workshops:

**Performance Testing  
Pass Point Setting  
Item Analysis**

The cost of each workshop is \$100/WRIPAC members and \$120/Non-Members.

The conference will be held **January 30 - 31** at the Shelter Point Hotel and Marina in San Diego. There are no registration fees to attend the conference.

To register for the preconference training email: [sstocks@co.tulare.ca.us](mailto:sstocks@co.tulare.ca.us)

### **CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION STATE CONFERENCE**

#### *A Spirit of Excellence*

A rich array of current topics and trends will be offered during the workshops, sometimes addressing specific groups in small sessions (i.e., Commissioners, directors, staff), other times with subjects of interest for the entire body of attendees together.

**January 30— February 2, 2003  
Red Lion, San Diego**

Email: [mnormaj@sdcoe.k12.ca.us](mailto:mnormaj@sdcoe.k12.ca.us)

**MEMBERS  
TO ORDER TEST MATERIALS  
COMPLETE A C-CIB REQUEST FORM  
ON OUR WEBSITE:  
[WWW.CODESP.COM](http://WWW.CODESP.COM)  
FOR TESTING QUESTIONS EMAIL:  
[TESTS@CODESP.COM](mailto:TESTS@CODESP.COM)**

### **INTERESTED IN CODESP MEMBERSHIP?**

Go to the website at [www.codesp.com](http://www.codesp.com) and under Membership, print out a copy of the Invoice to initiate a purchase order. The Application, Membership and Security Agreements need to be returned with the purchase order. Services will begin as soon as these four items are received. Fax these materials to (714) 848-2963.

### **SAMPLE TESTS**

To request sample tests from CODESP members should complete a C-CIB Request Form and include the name of the sample test in the comments section of the form:

Currently we have sample tests for Custodian, entry and experienced, Community College Custodian, Food Service Worker and Cashier, Instructional Aide, School Office Clerk, District Office Clerk, Community College Clerk and Secretary.



Arcadia USD  
Claremont USD  
East Side Union HSD  
Eastside Union SD  
Lake COE  
Lindsay USD  
Mountain Empire USD  
Mountain View ESD  
Needles USD  
San Benito HSD  
San Bernardino COE  
Solana Beach SD  
Union ESD

Check the Member's List on our website for further information.

## NEW CODESP STAFF

As can be seen by our list of new members we are growing!! To accommodate this growth and continue to provide members with quality service we are adding staff to our office.

Lisa Grech joins us as an additional Selection Analyst. She received her Masters Degree from California State University, San Bernardino in June. Her major was Industrial and Organizational Psychology. She received a Bachelor of Arts degree from Wayne State University in Michigan. Lisa's expertise in test development and statistical analysis will be a wonderful addition to our office.

Lisa will help us continue our research and addition of new items and also in the editing process of current ones in our item bank. We are hoping that members who use our test scoring and analysis services will increase as she will be using this, and other data, to ensure our items are working well for our members.

To assist us as a part-time Intern/Clerical Assistant is Kristen Olson. She has her Bachelor of Arts degree from UCLA in Psychology and Communication Studies and is currently working on her Master of Arts in Industrial and Organizational Psychology at California State University Long Beach.

Kristen will assist us in processing test requests and managing the clerical aspects of the office. She will be also assisting Lisa in test item analysis.

I hope that you will join us in welcoming Lisa and Kristen to CODESP.

### **CODESP**

17210 Oak Street  
Fountain Valley, CA 92708

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Phone: 714 - 847-8203  
Fax: 714 - 848-2963  
email: [tests@codesp.com](mailto:tests@codesp.com)  
Internet: [www.codesp.com](http://www.codesp.com)

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