

CODESP NEWS

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MEMBERSHIP TRAINING MEETINGS

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 will be an entry level training course, or a refresher, for human resource staff involved in the recruitment and selection of classified employees.

On **January 22, 2003**, **Sonoma County Office of Education** will host a meeting at 7:30 a.m. for districts in the county. Executive Director Marianne Tonjes will be presenting information regarding CODESP membership and the No Child Left Behind Act of 2001. If you would like to participate, contact Marianne for more information.

On **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.

On **March 14, 2003**, **Long Beach Unified School District** will host a training meeting at their Personnel Commission offices on the subject of Limited Term Employees. Attorney Tam Tram from the law firm of Miller, Brown and Dannis and Long Beach USD staff will present information from the case brought against them regarding the extended use of their limited term employees. There will be discussion of the procedural changes that took place at the school district due to the results of the case.

View meeting schedules and maps at:
www.codesp.com/schedule.shtml

DEVELOPING JOB-RELATED SELECTION MATERIALS

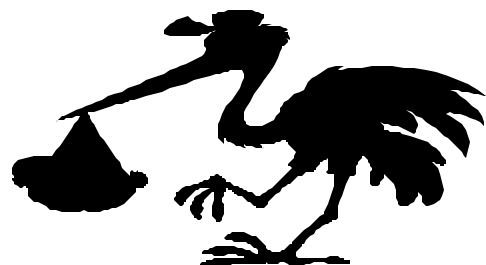
Developing selection materials is time consuming and requires assistance from technical manuals and/or subject matter experts. First a job analysis is required so that the job description sent to CODESP is accurate and up-to-date and test items can be developed which are job-related. These items are then reviewed for clarity, grammar, accuracy, conformance to CODESP test item principles, and relationship to the job.

If necessary, new test items can be developed by CODESP staff, but this process requires extra time. Please allow at least five working days for us to develop new items, especially if research on the topic is required.

Once the test items are developed and delivered to your district, the items will require an additional review by your subject matter experts. Test items also need to be checked upon delivery to ensure that the email attachment prints clearly on your district's printer and that all graphics are clear, easy to read, etc. Our new software should eliminate any problems, but a careful review of the material is required to ensure the quality of the final test. Call us immediately if there is a problem.

IT'S A GIRL!

Julia Hannah Viramontes was born November 1st. She weighed 8lbs. 6oz. and was 20" long. Mother and baby are doing wonderfully and proud daddy, Charles is still beaming.



PARAEDUCATOR JOB DESCRIPTIONS

The No Child Left Behind Act of 2001 not only addressed new assessment requirements, it also clarified the role of Paraeducators in the classroom.

According to the Act an Instructional Aide may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher. This should be considered when determining which test questions will be chosen for the "Ability to Assist in Instruction" component (see page 4). Teaching experience is not a prerequisite for the position of paraeducator, so testing for ability to teach would not be appropriate. The act specifically states that a paraeducator should be selected due to their ability to assist in instruction, not teach, design instructional materials, supervise students independently, or develop lessons plans.

Therefore, due to this Act, not only does your district's test need to be modified, a careful review of the job description should be included in the process. This may require conducting a job analysis to determine the actual duties of the paraeducators in your district. Although paraeducators may not perform all of the duties listed below and on page 4, these samples can be used to determine the thoroughness of your current descriptions.

A sample description of the proficiency requirements for mathematics, writing and reading are also included below and may be reworded for inclusion in a job description based upon a district's particular needs.

PARAEDUCATOR SAMPLE JOB DUTIES

Develop and maintain effective communication with students, teacher, school staff, and parents; implement lessons initiated by the teacher; under teacher direction, assess student needs and progress; implement instructional strategies which have been developed by the teacher; implement lesson plans developed by the teacher; assist the teacher with individual learning activities whenever requested; assist students in drill, practice, and study concepts as a follow-up to the presentation of instructional concepts by the teacher; assist in the preparation and duplication of learning materials; collect, assemble, and file instructional materials; perform routine clerical duties and record keeping such as taking roll, collecting monies, completing forms, correcting papers, etc., operate audio-visual equipment; set up work areas and prepares bulletin boards and displays; requisition, store, and maintain an appropriate inventory of textbooks, instructional materials, supplies, and equipment; assist the teacher with accommodating and modifying methods for students with special needs; implement student behavioral policies as directed by certificated staff; understand effective methods to deal with verbal outbursts and other forms of resisting authority; correct student behavior as instructed by certificated staff; enforce school and class rules; oversee student activities in the classroom, playground and other school areas; accompany students to the bus; share relevant information about students with teachers to facilitate problem solving and to improve student academic progress; review and reinforce learning activities initiated by the teacher to assist students to master academic concepts and skills; follow district guidelines to protect student health, safety, and well-being of students.

PROFICIENCY IN READING, WRITING AND MATHEMATICS

MATHEMATICS

Ability to: perform addition, subtraction, multiplication, and division; perform basic algebra and geometry; use basic numerical concepts such as whole numbers, fractions, percentages, and other techniques for solving practical problems; use tables, graphs, diagrams, and charts to obtain and convey information.

WRITING

Ability to: communicate thoughts ideas, information, and messages in writing; record information completely and accurately; use language, style, organization, and format appropriate for the subject matter, purpose, and audience; check, edit, and revise written material for accuracy, use appropriate emphasis, form, grammar, spelling, and punctuation.

READING

Ability to: locate, understand, and interpret written information in prose and documents including manuals, graphs, and schedules in English, and, if required by learner or program needs, in another language. identify the main idea or essential message in a text. identify relevant details and facts. infer or locate the meaning of technical vocabulary.

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

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

**MEMBERS
TO ORDER TEST MATERIALS
COMPLETE A C-CIB REQUEST FORM ON OUR
WEBSITE:
WWW.CODESP.COM
FOR TESTING QUESTIONS EMAIL:
TESTS@CODESP.COM**

CURRENT CODESP MEMBERSHIP: 227

SECURITY

With the popularity of the Instructional Aide Sample Test many nonmember districts are requesting materials from member districts. Sharing CODESP test materials with nonmember district is not allowed per the security agreement which has been signed by all members. The agreement stipulates that the test materials are to remain confidential and are to be stored in a secure location. If there is a breach in test security, a district could lose their membership privileges.

TEST DELIVERY

CODESP is growing tremendously and to keep up with the members demand for test materials we have increased the staff and upgraded the computers. Still, at times the workload exceeds our daily capabilities. Although our goal is to answer requests the same day we receive them, at times this is an impossible task.

If you are in a hurry, we suggest submitting requests prior to 11:00 a.m. After that time we cannot guarantee the requests will be answered that same day. If your request requires custom editing or new test item development, please allow five workdays.

Also, make sure a valid email address has been included and the test request has been checked for duplicates. This will save processing and delivery time.

NEW MEMBERS

**Galt Joint Union SD
Mariposa COE/USD
Pajaro Valley USD
Perris Elementary SD
San Diego City USD
San Rafael City SD
Stockton USD
Lennox School District**

ABILITY TO ASSIST IN INSTRUCTION

Not only does the paraeducator candidate need to possess the minimum requirements described on page 2, they must also demonstrate possession of the sample knowledge and abilities listed below to fulfill the new requirement of "ability to assist in instruction" per the No Child Left Behind Act of 2001. CODESP's Sample Instructional Aide test includes an Ability to Assist section.

KNOWLEDGE OF:

the role as a paraeducator in the implementation of educational services to students; reading, English-language arts, mathematics, and writing skills equivalent to high school graduates; basic child guidance and development principles and characteristics; appropriate student behavior management strategies and techniques; routine clerical and record keeping methods.

ABILITY TO:

follow and carry out written and oral instructions provided by a teacher; interact positively with students, parents and school personnel; tutor individual and/or small groups of students; learn and implement district safety and health procedures; learn district policies and procedures for managing and disciplining students; learn district policies and procedures for managing learning behaviors; use copy machines, computers, and other equipment to prepare learning materials and resources; learn age-appropriate learning techniques; monitor and assist students in other learning environments such as libraries, computer labs, etc.; learn teacher developed behavioral strategies that increase student independence, motivation, and self-esteem; participate in regularly scheduled meetings with the teacher; score teacher generated reading, spelling and math tests accurately; file student information accurately; maintain confidentiality about all personal information, assessment results, medical history, and other records concerning students and their family; communicate and demonstrate respect effectively while interacting with students and families from varying cultures; pass required examination.

Reference: Anna Lou Pickett, National Resource Center for Paraprofessionals in Education and Related Services

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