

CODESP NEWS

VOLUME 31, ISSUE 6

FEBRUARY, 2003

MEMBERSHIP TRAINING MEETINGS

On March 14, 2003, Long Beach Unified School District will host a training meeting at their Personnel Commission offices on the NEW subject of **Employee Selection During Budget Cuts**. We will have a panel discussion regarding how districts plan to handle the lean times which have been projected for the next fiscal year. Improving the efficiency of the selection process and also the quality of new employees by using CODESP services will also be addressed.

Also, during this meeting, Tamara Cianciolo, from the Orange County Department of Education's Human Resource Department will present **Strategies for Going Paperless**. She will explain this recent endeavor the district has been developing through utilization of ED-JOIN's Applicant Tracking, which allows for online paper screening, downloading and email features, and basic and advanced tracking features.

View Meeting Schedules and Maps at:
www.codesp.com/schedule.shtml

C-CIB ITEM BANK

With so much attention given to the new regulations regarding assessing Instructional Aides we want to remind our members of the other subject areas available in our computerized test item bank.

Accounting, Animal Care, Athletic, Attendance, Auto Body, Carpentry, Childcare, Clerical, Custodial, Electrical, Electronics, English Usage, First Aid, Food Service, Grounds, Guidance, HVAC, Human Relations, Indian Education, Information Technology, Legal, Library, Maintenance, Management/Supervision, Math, Mechanic, Media Services, Music, Painting, Personnel, Plumbing, Pool Maintenance, Printing, Psychology, Public Information, Purchasing, Reading Comprehension, Safety, Science, Security, Spanish, Statistics, Telephone, Theater, Transportation, Vietnamese, Warehouse, Welding, and Word Processing.

HOW DOES MEMBERSHIP SAVE THE DISTRICT MONEY?

CODESP's testing service eliminates the need for districts to buy costly tests to or hire additional human resource staff members or expensive consultants to develop and produce employee selection materials. As a member, a school district will be able to maximize its staff resources by using our CODESP Computerized Item Bank (C-CIB). The bank includes multiple choice test items which were developed to test applicants on their job knowledge in a variety of subject areas and levels of difficulty.

Since individual school districts have unique needs, CODESP provides copier-ready tests which are custom made for each district. Our C-CIB system can quickly update a test or produce different versions of the same test without wasting your district's valuable staff time.

Administering job-related tests can improve the workforce quality by enhancing the accuracy of a district's recruitment, testing, and selection processes. When the best qualified candidates are hired, turnover costs are reduced and the caliber of employees increases.

Membership fees have remained at \$1,750 annually since 1982. There is no limit to the number of requests a district can make during the life of its membership. Materials may be reused or modified without additional cost. Sample supplemental application forms, interview questions, writing samples, and performance tests are also available upon request. Free membership training meetings are held throughout the state that cover employee selection related topics. Member districts can also arrange special on-site individual training.

CODESP's testing service utilizes the Internet to fill requests quickly. Our interactive website eliminates much of the paperwork. Most of our test materials can be sent to members through password protected e-mail.

INSTRUCTIONAL AIDE ASSESSMENT

The most popular subjects of the phone calls and emails we have received recently have been the No Child Left Behind Act and requests for our Sample Instructional Aide Test. We understand the importance of the new requirements and we have been actively monitoring information regarding the paraeducator qualifications (see page 4) and will adjust the test materials we provide based on the information we receive.

Since we encourage our members to **customize** tests to meet their district's specific needs, there will be variations among the test items our members choose. We have been tracking statistics on the items that are included in our current Sample Test, which seem to be the most popular, and we are pleased with the results. Unfortunately, we do not have statistics from every school district, but our numbers are growing. If your district uses Scantron answer sheets that are compatible with our scanner, we can provide a detailed item analysis and we can also add data to our bank of statistics. Statistics gathered from those districts who use our scoring service are as follows:

ENGLISH-LANGUAGE ARTS

Data from 34 of the items in the sample test

N: 543

Median Item Difficulty: 83.63

Point Biserial: .31

Upper 27% 95.58

Lower 27% 71.19

MATH

Data from 46 of the items in the sample test

N: 523

Median Item Difficulty: 81.12

Point Biserial: .38

Upper 27% 95.98

Lower 27% 62.98

ABILITY TO ASSIST

Data from 20 of the items in the sample test

N: 240

Median Item Difficulty: 84.17

Point Biserial: .49

Upper 27% 96.88

Lower 27% 60.16

N is the number of tests we have scored containing these items. The point biserial coefficient measures the correlation between the correct answer on an item and the total test score of a candidate. Scores of .30 and above are considered good correlations. The upper and lower 27% of those tested reflects the percentages of the lowest and highest scoring candidates that answered the question correctly.

The biggest contributing factor in increasing success rates for candidates is notifying the candidates of the subject matter of the test questions and then encouraging them to study. We have provided a Paraeducator/Instructional Aide Tutorial, which is posted under our Member's Only area on our website. This tutorial was recently updated and provides sample test items with step-by-step instructions on how to answer them. This has proved to be helpful, especially in the areas of pre-algebra and geometry.

We are also encouraging school districts to consider the optional questions which are sent to them along with the Sample Instructional Aide Test. We have provided additional reading comprehension questions with reading levels up to 12th grade and we suggest that at least one be added to your final test. There are also new Ability to Assist in Instruction questions which may be more suited to your district's needs.

Also, members frequently ask us how much time should be allowed to take the test. If the test contains approximately 100 items, allow for at least three hours. Insufficient time to complete a test is one of the most frequent complaints from candidates. Tests which include reading comprehension and math typically require more time.

UPCOMING CONFERENCE

WRIPAC

Sacramento

Western Regional Intergovernmental Personnel Assessment Council

Preconference Training: April 30, 8:30 - 4:30

Conference: May 1 - 2

There will be a choice of two training workshops during the preconference training:

Item Writing will be presented by Mike Willihnganz, Ph.D., and will cover (among other topics) what to assess using written exams, cost effectiveness of written tests, concepts of reliability and validity, targeting job knowledge levels, form and content issues, constructing specific test item components, and common item writing errors.

Easier, Speedier, and Still Valid will be presented by Donna Terrazas to provide HR professionals with practical approaches to making selection processes more efficient without sacrificing quality. The workshop includes discussion, hands on examples, and practical approaches to making selection processes streamlined.

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

The preconference training will be held at the Delta King Hotel and rooms have also been reserved at the Embassy Suites near Old Town. There are no registration fees to attend the conference.

To register for the preconference training email:

Cerb@ci.oceanside.ca.us

MEMBERS

TO ORDER TEST MATERIALS, INCLUDING THE
SAMPLE INSTRUCTIONAL AIDE TEST,
COMPLETE A C-CIB REQUEST FORM ON OUR
WEBSITE: WWW.CODESP.COM
FOR TESTING QUESTIONS EMAIL:
TESTS@CODESP.COM

Current CODESP Membership: 246
Total Including Rural Districts Served
Under County Office Memberships:
401

SECURITY

CODESP staff will only release test materials and passwords to authorized member district employees. A Security Agreement must be signed by each employee who receives or handles test materials. The agreement must also be endorsed with a signature from a district manager/director/administrator. Blank Security Agreements can be found on our website under Membership.

With the popularity of the Instructional Aide Sample Test many nonmember districts are requesting materials from member districts. Sharing CODESP test materials with nonmember districts 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.

MEMBER INFORMATION

With the rapid growth of CODESP membership, we are constantly trying to maintain an updated list of members. Please take time to check the Member's List on our website to see if the information we have listed is current. Send corrections to tests@codesp.com. The Member's List is a great asset for districts to use to exchange information and network.

NEW MEMBERS

Brea Olinda USD
Corona-Norco USD
Lodi USD
New Haven USD
Palm Springs USD
Pittsburg USD
Redlands USD
Rio Linda SD
San Benito COE
San Francisco USD/COE

AB 312 LIAISON TEAM

Assembly Bill 312, which was approved by the Governor on September 28, 2002, established a 15 member liaison team. The members have been appointed to advise the Superintendent of Public Instruction and the State Board of Education on all appropriate matters related to the implementation of the federal No Child Left Behind Act of 2001. The State Department of Education's staff has been asked to assist the liaison team. The chair of the committee is Dr. Charles Weis, Ventura County Superintendent of Schools.

Topics for recommendations which have been considered by the team are:

- Teacher qualifications and related issues
- Paraprofessional qualifications and related issues
- Supplemental services
- Issues regarding NCLBA and IDEA reauthorization
- English learners
- Others to be decided

Frequent communication with the California Department of Education has provided us with valuable updates. There will be a discussion regarding the paraprofessional qualifications during the March liaison team meeting. We have provided them with information regarding our sample test and hope to receive feedback soon.

CODESP

17210 Oak Street
Fountain Valley, CA 92708

Phone: 714 - 847-8203
Fax: 714 - 848-2963
email: tests@codesp.com
Internet: www.codesp.com
