

MEMBER SURVEY RESULTS

The results of our 2002-2003 member survey report are in! Out of 251 member districts surveyed in late February, 106 districts offered their responses and feedback. Thank you to all who participated, and congratulations to the winner of the \$100 membership discount drawing, Coachella Valley USD!

The purposes of the survey were to: verify the member information we have on file (and we love to have your updates, so please continue to post us on any changes to emails, phone numbers, titles, etc.), assess how satisfied members are with CODESP services and products, find out what CODESP members are interested in seeing in the future, and gather information on how districts are handling instructional aide testing. See *Instructional Aide Assessment Results* on page 3 for the instructional aide piece of the survey.

In terms of CODESP services, 97% of members who responded felt that the training provided on CODESP services is adequate, citing the C-CIB Manual CD and website as being very helpful. Check out how we incorporated our members' suggestions to improve our website, (see page 4) this week! Only half of those who responded had reviewed the C-CIB manual CD, and we'd be happy to send members a copy of the CD if they do not have one, just call us at 714-847-8203.

In terms of member training programs, this year's response indicated an 11% increase from last year in member training program attendance, which may be attributed to an increase in training programs offered as well as offering trainings in a variety of locations. While 60% of survey respondents had attended a member training program in the past year, CODESP will continue to offer training in a variety of locations to reach those members who have not attended due to location. In fact, 41% of survey respondents were interested in hosting member training meetings. Members can also check our website for electronic

copies of training meetings and some of the presentations, or email, tests@codesp.com if they would like a hard copy of materials distributed at member meetings. CODESP plans to use survey responses on topics of interest to develop this year's member training meetings. Some of the hottest topics were interviews, job analysis, prescreening, setting pass points, written test development, and reference checks. For example, at CODESP's 30th Anniversary Meeting on May 30th, speakers will present on job analysis, job descriptions, reclassifications, instructional aide assessments, FMLA/CFRA, and legal updates.

Most members who responded, 92%, had received test materials via our password protected email system this past year. A little over half of the survey respondents said they use CODESP for *all* written examinations (57%). For those who did not use CODESP materials exclusively, they cited reasons of developing some exams in house, using some previously developed exams, being in the process of developing/revising tests, being new members, and belonging to other testing agencies. 81% of survey respondents ordered non-Instructional Aide materials from us this past year, which was encouraging, because we urge members to utilize CODESP services for *all* classified positions (get your money's worth!).

A little over half of the survey respondents (57%) said they use supplemental application forms (a slight increase from last year's respondents); with management, information technologies, and accounting being the most popular job families they are used in. Many survey respondents reported using performance examinations (70%, a slight decrease from last year's respondents).

(Member results continued on page 3)



THIRTY YEAR ANNIVERSARY

You're invited to help us celebrate:

Friday, May 30th

9:00 a.m. — 4:00 p.m.

FOUNTAIN VALLEY SD

Our highly qualified speakers will cover a variety of "hot topics" in the field of school district human resource management:

Barry Newton is the founder of Creative Management Solutions, Inc.. Mr. Newton specializes in organizational design, compensation management, and performance assessment systems. He will be discussing **job analysis** methods, legal aspects of **job descriptions** and how their content ties into Workers Compensation and the ADA, career paths, and **reclassifications**.

Steve Williams is an analyst from Escondido Union Elementary School District. He will be presenting the results of an ongoing study of their district's **instructional aide assessment**. Mr. Williams, along with **CODESP** staff members, will provide the history of the exam's development and related statistical data.

Michael Blacher, an attorney with Liebert, Cassidy and Whitmore, will cover updates in **FMLA/CFRA**. Mr. Blacher practices in the area of education law and is responsible for the firm's newsletter, Education Matters.

Barbara Ginsberg, an attorney with Parker & Covert, will provide participants with an update on **recent legislation and legal issues** concerning classified employment.

We understand that districts are reducing their training, travel, and conference budgets. To assist our members, **CODESP** will continue to provide free networking and training activities through these difficult times.

The meeting will be held at Fountain Valley School District, located at **17210 Oak Street**, in the **Beaubier Room**.

A map is available under "Training" at www.codesp.com

RSVP to tests@codesp.com

We hope to provide a similar program in the Bay Area this fall.

UPCOMING TRAINING

Personnel Testing Council/SC

April 22nd 11:15 - 2:00 p.m.

Las Luminarias, Monterey Park

Current CODESP Membership: 252

**Total Including Rural Districts Served
Under County Office Memberships: 458**

NEW MEMBER

Calaveras County Office of Education

SURVEY RESULTS CONT'D

The top five job families reported districts using performance exams for are clerical, maintenance, accounting, custodial, and grounds. CODESP interview materials are used by 76% of survey respondents, and many members responded positively that their interview needs are being met.

Some survey respondents suggested including more technical and behavioral questions to choose from, a goal CODESP staff will be working on meeting.

A few questions regarding job description posting were added to an electronic version of the survey emailed out to a few members after the initial mailing. Out of those responding (16 members) about half post their job descriptions on their school district website and about half post them on Ed-Join's free website. To explore Ed-Join's website, just click on the Ed-Join logo on the CODESP website!

CODESP would like to thank survey respondents for the positive feedback, your praise of the CODESP staff's customer service and efficiency is appreciated. CODESP staff will be continuing to personally follow up on specific member comments in order to provide the best service possible. We welcome any suggestions for improvement, so feel free to let us know your opinions throughout the year.

**VISIT OUR UPDATED WEBPAGE
AT WWW.CODESP.COM**

(SEE PAGE 4)

INSTRUCTIONAL AIDE ASSESSMENT SURVEY RESULTS

Out of 100 respondents, **76% are using materials from CODESP's Sample IA Test and Additional Items**, and those who aren't are either: in the process of developing a new test, using an old test, using an old test while developing a new one, not testing IAs, using CODESP plus others sources of IA material, and using others sources.

Out of 100 respondents, **52% include a writing proficiency exam with their IA test.**

Out of 78 respondents, **79% include algebra and geometry questions**, but 8% of those reported that they only use some basic algebra.

Out of 92 respondents, **40% score the English-Language Arts, Mathematics, and Ability to Assist segments separately. The minimum pass point on each section was 70%** (median reported for 22 - 31 respondents).

The **minimum pass point for the entire exam was 70%** (median reported for 39 respondents).

The **average candidate score since using CODESP sample instructional aide material was 79%** (median reported for 39 respondents).

Out of 69 respondents, **90% said a sufficient number of candidates passed the exam.**

The most common wait between retesting is three months (13 respondents), **followed by six months** (8 respondents), **and one month** (8 respondents).

Most respondents said there is no limit on the number of times a candidate is allowed to retest (24 respondents), **followed by once** (13 respondents), **and three times** (7 respondents).

Out of 82 respondents, **46% allow candidates to only retest in the areas they fail.**

Out of 86 respondents, **31% offer the CODESP tutorial and make it available and another 13% plan to or are interested in offering it.** Some districts asked about posting our tutorial on their district websites, but at this time the tutorial is only available on the Member's Only portion of the CODESP website. For more information contact lisa@codesp.com.

CODESP

HOME

SERVICES

PRODUCTS

TRAINING

JOIN CODESP

Since 1973, the Cooperative Organization for the Development of Employee Selection Procedures, CODESP, has provided California and Nevada public school districts with selection materials, training, information, and consultation needed to recruit and hire qualified classified employees. CODESP is a self-supporting consortium of over 250 public school districts which was formed to be a central resource for school district employee test materials.

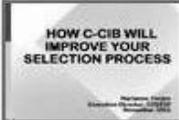
By utilizing our services, districts have improved their selection procedures to meet federal and state guidelines. CODESP's testing services also eliminate the need for districts to hire additional human resource staff members to develop and produce classified employee selection materials.

For information regarding CODESP's Sample Instructional Aide test, please click the following link: [NO CHILD LEFT BEHIND ACT OF 2001](#).



March 2003



HOW CODESP CAN HELP	REQUEST TEST MATERIALS	MEMBER'S ONLY!
 <p>Click here to view a presentation, "How CODESP Can Improve Your Selection Process". Click here to view an on-line slide show about the system's features.</p>	 <p>Members can order test materials by clicking here. Complete the C-CIB Request Form, and hit submit.</p>	<p>A user name and password are REQUIRED for access.</p> <ul style="list-style-type: none"> • Tips to Increase Your Test-Taking Skills • Paraeducator/Instructional Aide Tutorial • Training Presentations • CODESP Handbook • Job Descriptions • CCIB Manual
<p>BOARD OF DIRECTORS</p>	<p>CODESP STAFF</p>	

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