



CODESP NEWS

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2003

HAPPY HOLIDAYS!

The CODESP office will be closed from December 22 - January 2 so that our staff will be able to take a well-deserved vacation and enjoy the holidays. It has been a busy year at CODESP with rapid growth in membership and the addition of new staff. We appreciate our members' patience through this time.

Although our main priority is to fulfill test material requests from our members, we are also working on some exciting new projects. Currently we are reviewing all of the Information Technology (i.e., computer related) items in the item bank and updating them with the assistance of subject matter experts. This review/revision process will continue until all sections of the item bank are updated. If you have subject matter experts willing to assist us in this process, we would appreciate their assistance so please contact us.

Our most ambitious project is the development of a new item banking, test development, human resource management software program. We have contracted with the Santa Clara County Office of Education, Center for Education Development and Research to develop a system that will automate much of our current operations. Members will have access to a password protected online site which will contain their district's membership billing information, as well as past and current test material files received from CODESP. Test materials will be sent directly to individual district sites.

Since our software developers are from the same organization which administers ED-JOIN, we are also considering coordinating with some of the services which they provide. We envision the development of a comprehensive online HR system which will allow members to maintain files on recruitment through the hiring process.

The new system should be operational by May.

2004 TRAINING

Kern SOS, Bakersfield

January 8, 2004, 8:30 a.m. - 10:15 a.m.

How to Develop Job-Related Tests

CODESP staff will provide a "hands-on" workshop on how to develop **job-related tests**. This will include discussions on legal requirements, job analysis, job description review, and selecting job-related test items. Attendees will participate in an exercise in which they walk through the development of a written test.

Walnut Valley USD, Walnut (near the 57 and 60 freeways in So. Calif.)

January 23, 2004, 10:00 a.m. - 12 noon.

Interviewing and Hiring Top Performers

This training, provided by Selection Analyst Lisa Grech, is for individuals with training and interview development responsibilities who are looking for tools to help their managers and supervisors interview and hire top performers. If you, or someone in your hiring system, has limited experience in developing, proctoring and/or conducting interviews, this training will help you and your district become more proficient in this important segment of the selection process.

Alameda COE, Hayward

March 4, 2004, 8:30 a.m. - 12:30 p.m.

Speakers and presentations will be announced soon for our **Bay Area** 30th anniversary celebration.

More information is available at
www.codesp.com under **TRAINING**.

PRELIMINARY CODESP NCLB ACT SURVEY RESULTS (November 2003)

Preliminary results were compiled based on the responses of 66 member districts. Numbers in the parentheses reflect the overall number of respondents who answered the question; not every district responded to each question. Since we would like more input, if you haven't already done so, please complete the enclosed survey and fax it to us at (714)-848-2963.

NEW INSTRUCTIONAL AIDE CANDIDATES

- 16% of the districts offer a prep class for new IA candidates prior to testing (n=62). They are conducted through adult schools, district developed programs, and county offices.
- 43% of the districts offer the CODESP tutorial prior to testing new IA candidates (n=60). Only slightly more districts provide it to all candidates (22%), than those providing it to only those who request assistance (16%). One district provides it in a formal classroom setting.
- 85% of the districts are using CODESP test materials for their IA test (n=59).
- The average test score for IA candidates is 78% (n=31).
- The average number of items included on IA tests is 95 (n=39).
- The average minimum pass point for the overall test is 71% (n=41).
- About half of the districts offer the test in separate sections (e.g., Math, English/Language Arts, and Ability to Assist) (n=51), with an average of a 70% minimum pass point on each section (n=25). 69% of the districts only require candidates to retest the sections they did NOT pass (n=36).
- The average number of times that candidates are allowed to retest is 4 times per year (n=42).
- When candidates do NOT pass, 60% of the districts offer them tutoring before they retest (n=43).

CURRENT (VETERAN) INSTRUCTIONAL AIDES

- 52 % of districts are using multiple choice exams to test the current (veteran) instructional aides in their district, and they all use the same test as for new IA candidates (n=52). The average pass rate is 86% (n=10).
- Most of the districts reported that they allow unlimited retesting (n=22).
- 10% of the districts offer additional, or different, pretest training than what is offered to new IA candidates (n=19). The training comes in the form of the CODESP tutorial, tutoring, access to the on-line training through ParaEducator Learning, classes through an adult school, inter-district test prep classes, or math and English tutoring by certificated teachers.
- 59% of the districts that are **NOT** testing current (veteran) IAs currently, plan to in the future (n=22).
- 87% of districts are only testing current (veteran) IAs who do **NOT** possess 48 units or an AA degree (n=47).
- None of the districts currently offer an alternative way of assessing current (veteran) IAs (n=39), but many are interested in exploring the idea of a structured observation evaluation.

WRIPAC

*Western Regional Intergovernmental
Personnel Assessment Council
Garden Grove*

Preconference Training: January 14

Conference: January 15 - 16

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

- *Internal Consulting*
- *How to Hire Superstars* (interview training)
- *Item Writing* (includes techniques to choose the right items for your test). To register contact Christine Erb at cerb@ci.oceanside.ca.us.

There are no registration fees to attend the conference. Contact the Hyatt Regency in Garden Grove at (714) 750-1234. Visit www.wripac.com for more information.

CSPCA State Conference

January 16 - 18 Sacramento

Striving for Growth and Excellence

Sacramento Holiday Inn

300 J Street

Sacramento, CA

(916) 446-0100 for reservations.

<http://www.smcoe.k12.ca.us/cspca/cspca.html>

SCPMA-HR Conference

March 18 -19

HR-Changing the View

Quiet Canon in Montebello

Next to the Montebello Hilton

www.personnelcommisson.com/scpma/scpma.htm



STRUCTURED OBSERVATION EVALUATION

An Instructional Aide Structured Observation Evaluation is now available to our members. It may be used in its entirety or your district may modify it to reflect the requirements of the Instructional Aide duties in your district.

It is unclear if the Observation Evaluation will satisfy the **rigorous assessment** requirement for veteran employees described in the NCLB Act. A written test on content (reading, writing, and math) may still be necessary. If you do not choose to use this as a part of your district's assessment process, it may be used as part of a performance evaluation.

The observation evaluation includes rating areas and rubrics for the knowledge of and the ability to assist in the instruction of reading, writing, and mathematics. Other aspects of the position of Instructional Aide, such as communication skills, working with students, the teacher, etc., are also rated using rubrics.

To order an Instructional Aide Structured Observation Evaluation, complete a C-CIB Request Form.

NEW MEMBERS

Burton ESD
Duarte USD
Enterprise ESD
Gateway USD
Oakdale Joint USD
Pomona USD
Shasta Union HSD
Standard SD
Susanville SD
Vacaville USD
Yosemite Union HSD

COUNTY OFFICE MEMBERSHIPS

Currently thirty-six county offices of education are members of CODESP. As a benefit to the county offices who are members, districts located in their county which have an ADA of 1,000 or less, receive CODESP services at no cost. For many counties this would include a large number of their districts.

County offices can assist their district's human resource/selection departments by providing central testing and training sites. Several counties have already provided CODESP with meeting facilities this past year and more have volunteered for 2004.

County office of educations who are 2003-2004 CODESP members include:

Alameda, Alpine, Amador, Butte, Calaveras, Contra Costa, Del Norte, El Dorado, Fresno, Humboldt, Kern, Kings, Lake, Los Angeles, Madera, Marin, Mariposa, Merced, Orange, Placer, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Joaquin, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Solano, Stanislaus, Sutter, Tulare, and Yuba.

Counties who are in the process of approving membership are: Imperial, Mendocino, and San Luis Obispo.

Membership information and forms are available on our website at:

www.codesp.com

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