

Classified Employee Selection Materials

CODESP NEWS

CODESP Holiday Hours

CODESP will be closed from December 20 - December 31. This is the one time of the year that we feel confident that closing down will not negatively affect service to our members. January will be a busy month, so a two week vacation is what we all need during the holidays to prepare for the new year and the wonderful new member benefits we have planned.

Coming December - January!!

CATS Software and CODESP's New Webpage

Watch for an email notice regarding instructions for registration.

CODESP Training Meetings

CODESP staff has been traveling throughout the state training members on the new CATS software and reminding them of the importance of using their Subject Matter Experts during the development of their tests.

So far we have visited Mendocino COE in Ukiah, San Diego COE, Los Angeles COE, Orange County Dept. of Education, Calexico USD, San Bernardino City USD, Riverside USD, Mt. Diablo USD in Concord, San Lorenzo USD, and Placer COE in Auburn. We appreciate the districts that hosted the meetings and allowed us to invite others from surrounding school districts. We look forward to traveling again after the holidays. Currently we have a meeting scheduled at:

**Tulare COE, Visalia
February 4, 2005
8:30 a.m.**

If you would like to host a meeting in your area please contact us. We require a meeting room for up to 40 people for 2 hours. You don't have to be a current member to host a meeting.

For more information visit our website at www.codesp.com and click on TRAINING



HAPPY HOLIDAYS



WRIPAC WINTER MEETING

Preconference Training - Job Analysis : January 25 - 26, 2005

Job Analysis is the driving force behind some of the most critical personnel decisions in your organization. This interactive two-day workshop will focus on the WRIPAC Job Analysis Method. This comprehensive method is designed to identify the essential job tasks and associated knowledge, skills and abilities (KSAs) required to satisfactorily perform those tasks. The WRIPAC Job Analysis method is flexible enough to be used in any jurisdiction and for a variety of classifications. It is compliant with the 1978 Federal Uniform Guidelines on Employee Selection Procedures and the 1990 Americans with Disabilities Act.

Conference: January 27 - 28, 2005

The Upham Hotel - Santa Barbara

www.wripac.org

PTC-Nor Cal CONFERENCE

Personnel Testing Council of Northern California Conference

Topics include: Computerized Testing and the Internet, Updates on Selection Law, Biodata, Pre-employment Psychological Screening for Public Safety Positions, Situational Judgment Tests, etc.

March 10 - 11, 2005

Lake Natoma Inn - Folsom, CA

www.ipmaac.org/ptcnc/

CSPCA CONFERENCE

California School Personnel Commissioner's Association

February 10 - 15, 2005

Long Beach Westin Hotel

Collaborative Leadership and Change

www.meritsystem.org

INSTRUCTIONAL AIDE ASSESSMENT SURVEY RESULTS

	<u>Yes</u>	<u>No</u>
Are you using CODESP test materials for your Instructional Aide test?	103	8
a. If you are using another test, does it include an Ability to Assist portion?	5	6
b. Are you using the CODESP Sample test without customization?	5	51
c. If you customized the CODESP Sample test, did you make it more difficult?	8	43
d. Did you use the question options included at the end of the Sample Test?	29	42
e. Do you feel your pass rate is satisfactory overall?	85	12
f. Do you score the test by section (e.g. English and Math separately)?	68	33
g. Do you feel your pass rate is satisfactory in Math?	60	19
h. Do you feel your pass rate is satisfactory in English/Language Arts?	75	4
i. Do you feel your pass rate is satisfactory in Ability to Assist?	78	2
j. Would you like CODESP to develop another version of the test?	39	57
k. If yes, would you like the materials to include more difficult items?	7	45
Does your district administer a prep-class for the IA test?	46	54
a. Is it for current employees only?	38	21
b. Is it administered by:		
Certificated staff?	39	13
The County Office?	17	20
Community College District?	2	27
Adult Education?	8	24
c. Has the class helped applicants/employees successfully pass the test?	42	4
Does your district provide the CODESP Tutorial to current employees?	78	25
Does your district provide the CODESP Tutorial to outside applicants?	49	52
a. If no, do you plan to provide the tutorial in the future?	13	24
Are you using Title 1 or Title 2 funding for training?	35	48
Has your district had a CCR audit for NCLB compliance?	12	94
a. If yes, did they review the Instructional Aide Test?	3	13
b. If yes, did the auditor make comments about the test?	2	3
Have you used the CODESP IA Observation Evaluation option?	0	106
a. If yes, was it the only test you administered?		N/A

Test results are reported in raw numbers due to responses not being 100% for each question. Complete survey results will be posted on our website in December.

Preview of Upcoming Website

Register for Training Online:



COOPERATIVE ORGANIZATION FOR THE DEVELOPMENT OF EMPLOYEE SELECTION PROCEDURES

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CATS
CATS Request Form
Create a Test
Test Library
Test Results

WSD Training
Training
Date and Time: 01/28/05
Location: WSD
Address:
|
Room: Board Room
Fee: 0
Contact: Molly Craycroft (714) 374-8644
molly@codesp.com

Registration Card

197 seat(s) available

Yes, register me for this event.

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WELCOME NEW CODESP MEMBERS

Auburn Union SD

Burbank USD

Hilmar USD

Santa Monica CCD

Mid-Year memberships are available beginning January 1, 2005. The cost of this membership is \$875.00 and requires a commitment of a full-year membership for 2005-06.

Find out more about membership at: www.codesp.com/info.shtml