CODESP

COOPERATIVE ORGANIZATION FOR THE DEVELOPMENT OF EMPLOYEE SELECTION PROCEDURES

INTENTS TO REJOIN CODESP

On page 6 of this newsletter is an Intent to Rejoin CODESP. Please print the page, complete it, and fax or email attach it to us. We use this information to plan programs and products for the following year. Although we are a nonprofit consortium we have been able to provide additional services, products, and training programs each year due to our large membership base. We have great plans for 2006-07!

Is Your District NCLB Compliant?

CODESP offers Instructional Aide test materials in each of the content areas required by the NCLB Act: Math, Language Arts and Ability to Assist.

The test is available to members under Resources/Pre-Assembled tests or it can be customized and the difficulty level and content can be adjusted based on individual district requirements and/or preferences to meet federal paraeducator testing requirements by June 2006. (See survey results on page 4)

MEMBER APPRECIATION DAY #2

WHERE: Garden Grove Unified School District

ADDRESS: 10331 Stanford Avenue in the Annex building.

WHEN: *Friday, March 17, 2006*

TIME: 8:30 - 4:30

FEE: FREE!!!!!!

SPEAKERS AND TOPICS:

Speaker: Kristin Olson - Bassett/Lynwood USD
Topic: *Situational Interviews*

Speaker: Scott Letourneau - Neo Gov
Topic: *Designing Benchmarks and Building Efficiencies into HR Recruitment Workflow*

Speaker: W. Barry Nixon - SPHR - National Institute for the Prevention of Workplace Violence
Topic: *Preventing Workplace Violence*

Speaker: Tom Porter - Tom Porter Group
Topic: *All Employees Must Be in Sales (Even in Public Sector Recruiting)… Like It or Not*

Speaker: CODESP Staff
Topic: *CATS Updates*

A FREE continental breakfast and lunch will be served to those who <u>REGISTER online</u> at www.codesp.com under Events. If you need to cancel, click on My Training Registrations on your CATS homepage and click on cancel.

CATS registered members must <u>Login</u> to register. A list of your district's CATS Users will appear, click on those that you want to register. If you do not click on them, they will not be registered. If you click on: Yes, Register me for the Event, it will only register yourself.

Non-Members or non-CATS users must register on CATS also, but do not need to login.

Member Appreciation Day #1 Sonoma COE in Santa Rosa 2/24/06. See Events.

See Page 5 for more Member Appreciation Days locations.

HOW LONG DOES IT TAKE TO RECEIVE TEST ITEMS FROM CATS?

Many CATS Requests are being submitted with only a few days for CODESP staff to fill them. We need 7 working days to fill most of the requests we receive. This is not always the case if it is a common position, but if it is a new position, or a request for items for a position which we rarely have submitted, we may need to write new items which will take some extra time. Notify us as soon as you know of an opening. This may be at the time a retirement is announced, or as soon as an employee gives a 2 week notice.

HOW CAN I HELP SPEED UP THE PROCESS?

We frequently receive requests without job descriptions or with descriptions that are so old they are useless. Make sure that you send us up-to-date minimum qualifications either in statement form or in a job description. If it is a technical or new position, include information we can use to develop written questions. Talk to the subject matter experts and see if there are technical manuals, etc., available. Ask them if they are available to review new questions once we have written them. Also, please check your email often, this is how we communicate. If you are using someone else's log-in name we won't know that and the emails and test information will be sent back to the person logged in. Always use your own log-in name.

WHEN SHOULD I GIVE A MULTIPLE CHOICE TEST?

Multiple choice tests should NOT be given for management positions. Most management applicants will be reluctant to apply for a position which requires a multiple choice test. They should also NOT be used for positions which require up-to-date technical skills regarding unique equipment, software, etc. These positions are better evaluated by a supplemental and a technical interview which includes some simulation of repair or installation of equipment questions. If feasible, a full performance test is preferred.

NCLB/CAHSEE SURVEY

A survey was sent out to our membership in January and we have had a great response. Because the deadline for NCLB paraeducator compliance is <u>June 30, 2006</u>, and the new CAHSEE requirements for the graduating class of 2006, we wanted to know what our members were doing in preparation of these deadlines. A complete survey is available to members who log in to CATS and go to Resources/Surveys. For privacy, district names will not be included.

A summary of the early results (not all districts responded to every question) includes:

Most districts reported that only 1-10% of their aides have still <u>not</u> passed the test, and 23% of those responding stated that <u>all</u> of their aides have passed.

If the aides do not pass by the deadline, 24% of those districts responding reported that they weren't sure what they would do, 13% stated that they would transfer them, 19% would release them from employment, and 9% stated they would continue tutoring them.

51% stated yes, and 37% no, and 14% did not answer regarding if their district asks for proof of high school diploma.

When asked if they will be requiring new graduates to pass the CAHSEE to be an IA, 33% responded that it was not determined yet, 31% stated yes, 6% will require proof of attendance, 6% stated other, and 24 did not respond.

There will be many questions that need to be answered as applicants from the class of 2006 and later begin to enter our districts. We will keep you posted on this information as we received it. Keep checking the Resources/Surveys for more and up-to-date answers. The survey will be updated as data is received.

HR DIRECTOR OPENING

Director of Human Resources
Long Beach Community College District
$93,984 - $114,228/year
(562) 938 - 4372
Contact: bcrockard@lbcc.edu
Deadline: March 20, 2006

MEMBER APPRECIATION DAYS

March 24, 2006 San Joaquin County Office of Education

8:30 - 4:30   Stockton

Speaker: Beth Brascugli-Hirsch - HRM Consulting
Topic: *Controlling Medical Absences, Effectively Managing ADA/FMLA/Workers Compensation (a little different than the one in Sonoma County)*

Speaker: Peggy Brooks - Mullen and Filippi Law Firm
Topic: *Workers Compensation*

Speaker: Diane Jeronimo - Consultant
Topic: *Anger Management Solutions*

Speaker: Jason Lee - Liebert Cassidy Law Firm
Topic: *The Disability Interactive Process (Reasonable Accommodations)*

Speaker: Audrey Castellanos - San Joaquin COE
Topic: *Special Education Aides*

Speaker: CODESP and SCCOE Regional Technology Center Staff
Topic: *CATS Updates*

Feb. 24 we are at Sonoma COE and May 12, 2006 we will be having another Member Appreciation Day in San Diego!

Check Events Under www.Codesp.com Often

CODESP

Cooperative **O**rganization for the **D**evelopment of **E**mployee **S**election **P**rocedures

INTENT TO CONTINUE MEMBERSHIP

2006 - 2007

Please complete and submit the following information as soon as possible. This information is vital so that we can effectively plan membership training programs and test development services.

_____ **School District/County Office/CCD** plans to continue membership in CODESP for the 2006 - 2007 program year beginning July 1, 2006. Submit the invoice available on our site to your business office for payment (make sure they know we have moved). Mid-Year members for 2005 - 2006 are contractually obligated to rejoin CODESP for the 2006 - 2007 program year.

_____**School District/County Office/CCD** will NOT be renewing their membership with CODESP for the 2006 – 2007 program year.

Reason for not rejoining:

_____

_____

Print Name: _____

Title: _____

Email Address: _____ Phone #:_____

PLEASE FAX to (714) 374 – 8225 or EMAIL ATTACH to:
tests@codesp.com

Don't Forget to Update Your CATS Profile! Please make sure that we have your district's most current information on your district profile and that your business office has our new address. Also, make sure ex-employees are changed to Inactive on CATS.