

YOU WILL BE ASKED TO PRESENT A VALID PHOTO IDENTIFICATION TO PARTICIPATE IN ANY EXAMS (Driver's License, School ID, Passport is acceptable)

Instructional Aide Proficiency Exam (ESSA)

If you are applying for any of the following positions, you are required to pass the Proficiency Exam:

Academy Tutor	Bil School Readiness Aide	Comp Inst Specialist
DHH Transcriber	Instructional Aide	Lead Academy Tutor
Spec Ed Aide I/II/III	Translator/Interpreter	

(Note: If you have completed two years of higher education study (48 units) or possess an Associate's Degree or higher then you **DO NOT** need to take the test).

The Instructional Aide Proficiency Exam is administered in the Human Resources Office on the second and fourth Thursday of each month at 1:30 p.m. **If the testing date falls during Thanksgiving Break, Winter Break, Spring Break, or a holiday, there will be NO TESTING on that day.**

The exam consists of three parts: Math, Language Arts, and Instructional Aides Ability. You will be given 2.5 hours to complete the exam.

To pass the exam you must receive a score of 70% or better on each portion of the exam.

Foreign Transcript Evaluation

Individuals who have completed high school, college, or university course work at an institute in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees*, and other relevant documents prior to applying to the Commission for a California credential, permit, or certificate. A detailed, course-by-course, foreign transcript evaluation is required any time foreign course work is used to meet any credential requirement, even if the foreign course work has been accepted by a college or university in the United States.

Please visit www.ctc.ca.gov for a list of approved agencies for foreign transcript evaluation.

Bilingual Exam

The Bilingual Exam is administered in the Human Resources Office on the second and fourth Thursday of each month at 1:30 p.m. You will be given 1.5 hours to complete the exam.

To pass the exam you must receive a score of 70% or better. If the exam is not passed in the initial take, the applicant will be given an additional attempt on the next available

testing date. If the exam is not passed on the second attempt, the applicant will need to wait a period of one calendar year and will only be given one attempt during that year.

Typing Exam

Beginning February 1, 2016, PYLUSD will no longer offer a typing test for open positions requiring a typing certificate. All permanent and non-permanent applicants will be required to visit AppleOne Employment for a typing test.

AppleOne Employment, 2401 E. Katella Ave., Suite 240, Anaheim. For appointments, call (714) 634-4631 between the hours of 7:30 am – 5:30 pm. A \$10 fee will be charged to the applicant. Please submit your typing certificate on Edjoin.org at the time you submit your application.