

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	Bilingual 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 by appointment. Please contact Human Resources to schedule an appointment at 714-985-8405 or 714-985-8415.

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 by appointment. Please contact Human Resources to schedule an appointment at 714-985-8405 or 714-985-8415. 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 opportunity. 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

We will accept typing certificates from Apple One Employment and Orange County One-Stop Center. Apple One Employment is currently closed.

To schedule a typing test at Orange County One-Stop Center please contact:

Orange County One-Stop Center
7077 Oranewood Avenue, Suite #200
Garden Grove, Ca. 92841
714-241-4900

Please submit your typing certificate on Edjoin.org at the time you submit your application.