



# SWEETWATER UNION HIGH SCHOOL DISTRICT

## EXTERNAL APPLICANTS Classified Position Examinations

1. A **multiple-choice examination** will be given for selected job classifications. You are allowed two hours to complete each exam. See reverse side for a current list of exams. A classified employment application must be on file in the Human Resources Department.
2. A **score of 70% or higher** must be attained to be placed on a qualifying list for each job classification. One must be on the qualifying list to be considered for a position in that respective job classification.
3. **►NEW INFORMATION:** All exams will be available on each examination date (**see schedule below**) from **9:00 a.m to 11:00 a.m.** at the **Chula Vista Youth Center, 465 L Street, Chula Vista.**
4. Individuals must **sign up** with a representative from the **Human Resources Department** at the **Chula Vista Youth Center, 465 L Street in Chula Vista** for any available examination. **Sign-up is at 7:00 a.m. on the registration date, on a *first-come, first-served basis*.** You may sign up for only **ONE (1) exam.**
5. A score of 70% or higher exempts the individual from taking the exam for other specified job classifications as indicated on the reverse side of this notice.
6. An individual who **fails** to attain a score of 70% may **retake the exam after four (4) months**, but *may only take the same examination twice within any 12-month period.*
7. Typically, **scores will be mailed** to the individual's home within ten working days of the date of the exam. Please **do not** call for results.

### Registration/Examination Dates:

Arrive 10 min early to sign in

<b>REGISTRATION DATE:</b>	<b>EXAM DATE:</b>	<b>EXAM TIME:</b>
Friday, January 15, 2010	Friday, January 22, 2010	9:00-11:00 AM <b>only</b>
Tuesday, February 9, 2010	Thursday, February 18, 2010	9:00-11:00 AM <b>only</b>
Friday, March 5, 2010	<b>Thursday, March 18, 2010</b>	9:00-11:00 AM <b>only</b>
Friday, April 9, 2010	Friday, April 16, 2010	9:00-11:00 AM <b>only</b>
Thursday, May 6, 2010	Friday, May 14, 2010	9:00-11:00 AM <b>only</b>
Friday, June 11, 2010	Friday, June 18, 2010	9:00-11:00 AM <b>only</b>

» I M P O R T A N T «

**It is the individual's responsibility to remember the date, time and location of the exam.**

## CLASSIFIED POSITION EXAMINATIONS

<u>EXAMINATION TITLE</u>	SUCCESSFUL PASSAGE OF EXAMINATION LISTED IN LEFT COLUMN QUALIFIES FOR ELIGIBILITY FOR JOB TITLES IDENTIFIED IN RIGHT COLUMN RESPECTIVELY.
<b>Administrative Assistant-Senior Level</b> <i>(Replaces Administrative Secretary II and School Admin Secretary exam)</i>	Senior Administrative Assistant School Administrative Assistant SAC Administrative Secretary Administrative Assistant Administrative Secretary Senior Office Assistant Office Assistant II or I
<b>Administrative Secretary-Mid Level</b> <i>(Replaces Administrative Secretary I &amp; Clerk-Level II exam**)</i>	Administrative Secretary Senior Office Assistant Office Assistant II or I
<b>Office Assistant-Entry Level</b>	Office Assistant I
<b>Food Service Supervisor</b>	Food Service Supervisor Food Service Assistant II or I
<b>Food Service Assistant II</b>	Food Service Assistant II
<b>Food Service Assistant I</b>	Food Service Assistant I
<b>Plant Operations Supervisor</b> <i>(Replaces Head Custodian exam)</i>	Plant Operations Supervisor, Sr. Custodian, Lead Custodian, Custodian or Locker Room Attendant
<b>Lead Custodian</b>	Lead Custodian, Custodian or Locker Room Attendant
<b>Custodian</b>	Custodian or Locker Room Attendant
<p><b><u>In addition to the exams listed above, the following exams are available:</u></b> ASB Accounting Technician, Attendance Technician, Library Technician, Registrar, Gardener, Warehouse/Delivery Worker, Campus Assistant, Computer Lab Assistant, and Campus Maintenance Worker</p> <p><i>Clerk-Level II exam** Eligibility varies depending on the date this exam was taken/passed. If you plan to apply for an Administrative Secretary or Senior Office Assistant position, please check with the Human Resources Department to verify your eligibility based on the date you passed the exam.</i></p>	