



# SWEETWATER UNION HIGH SCHOOL DISTRICT

## INTERNAL 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. **Internal applicants are district employees that have been hired on a probationary/permanent basis.**
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. All exams will be available on each examination date (**see schedule below**) from **2:30 p.m to 4:30 p.m.** at the District Office - Rooms A&B, 1130 Fifth Avenue, Chula Vista, unless otherwise noted.
4. Internal applicants (district employees) must **sign up** by e-mail to [hrexams@suhsd.k12.ca.us](mailto:hrexams@suhsd.k12.ca.us) Please include in your e-mail your name, social security number, and the exact title of exam you wish to take. **E-mails will be considered between 8:00 am – 4:30 pm on the registration date, on a first-received, 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

REGISTRATION DATE:	EXAM DATE:	EXAM TIME:
Wednesday, January 6, 2010	Wednesday, January 13, 2010	2:30 - 4:30 PM
Wednesday, February 17, 2010	Thursday, February 25, 2010	2:30 - 4:30 PM
Thursday, March 11, 2010	Friday, March 19, 2010	2:30 - 4:30 PM
Thursday, April 22, 2010	Thursday, April 29, 2010	2:30 - 4:30 PM
Wednesday, May 12, 2010	Wednesday, May 19, 2010	2:30 - 4:30 PM
Tuesday, June 8, 2010	Tuesday, June 15, 2010	2:30 - 4:30 PM

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**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>	