



# SWEETWATER UNION HIGH SCHOOL DISTRICT

## Instructional Assistant Proficiency Examinations Schedule

- PLEASE NOTE:** All individuals who have completed **48 college units**, have an **Associate's Degree** (or higher) OR have taken and passed the **CBEST** exam are exempt from taking this proficiency exam. The college or university **MUST BE accredited by a United States Accrediting Agency**. You must submit an OFFICIAL TRANSCRIPT to the SUHSD Human Resources Department, 1130 Fifth Ave. Chula Vista, CA 91911) OR bring your ORIGINAL Associate's diploma (or other degree) along with a photocopy OR bring your ORIGINAL CBEST certificate along with a photocopy for verification purposes.
- The Instructional Assistant Proficiency Examinations consist of four parts: **Language, Reading, Math, and Writing**. A classified employment application must be on file in the Human Resources Department prior to taking exam.
- A score of **80% or higher must be attained** on all four parts of the exam to be considered for any position that requires this exam.
- All exams will be given from **8:30 a.m. - 12:30 p.m.** on designated dates (**see schedule below**) at the District Office - **Rooms A&B**, 1130 Fifth Avenue, Chula Vista unless otherwise noted.
- Individuals must **sign up** with Michele Mabry in the **Human Resources Department** at 1130 Fifth Avenue in Chula Vista. **Sign-up is at 7:30 am on the registration date on a first-come, first-served basis.** We also accept passing exam results from the Chula Vista Elementary School District and the South Bay Union Elementary School District.
- An individual who **fails** to attain a score of 80% may **retake the exam after four (4) months, but may only take exam twice within any 12-month period.**
- Typically, **scores will be mailed** to the individual's home within two weeks of the date of the exam.
- If you are interested in taking the **Bilingual (English/Spanish) Instructional Assistant exam**, please call 691-5532 on registration date. This exam will only be given as needed.

### Registration/Examination Dates:

Arrive 10 min early to sign in

<b>REGISTRATION DATE:</b>	<b>EXAM DATE:</b>	<b>EXAM TIME:</b>
Wednesday, January 20, 2010	Thursday, January 28, 2010	8:30AM – 12:30PM
Tuesday, February 16, 2010	Wednesday, February 24, 2010	8:30AM – 12:30PM
Wednesday, March 17, 2010	Wednesday, March 24, 2010	8:30AM – 12:30PM
Tuesday, April 13, 2010	Wednesday, April 21, 2010	8:30AM – 12:30PM
Tuesday, May 11, 2010	Friday, May 21, 2010	8:30AM – 12:30PM
Monday, June 21, 2010	Tuesday, June 29, 2010	8:30AM – 12:30PM

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