



San Joaquin County Office of Education

Proficiency Exam – INFORMATION

The San Joaquin County Office of Education offers the Proficiency Exam to SJCOE Instructional Assistant applicants, school district applicants and outside agencies that require basic reading, writing and mathematical skills.

For **SJCOE Instructional Assistants**, Ed Code 45361.5 requires that all SJCOE Instructional Assistants demonstrate proficiency in basic reading, writing and mathematical skills. Demonstration of competency may be satisfied by one of the following:

- ◆ Proof of AA or BA Degree (based on standards set by regionally accredited colleges and universities).
- ◆ 48 Semester units (official transcripts must be provided).
- ◆ Successful completion of the basic proficiency test approved and administered by Human Resources of the San Joaquin County Office of Education or school districts within San Joaquin County.

For **SCHOOL DISTRICTS**, please ensure to check with the school district you are interested in applying with to ensure of their requirements regarding both their Ed Codes as well as NCLB (No Child Left Behind) policies for working at Title 1 Schools. If you are required to complete NCLB/Paraprofessional training, this proficiency exam is the 1st part. The NCLB training information is located below in Red.

For **Other Outside Agencies**, please ensure to check with the agency regarding their requirements and policies for taking this proficiency exam as well as completing NCLB (No Child Left Behind) policies for working at Title 1 Schools. If you are required to complete NCLB/Paraprofessional training, this proficiency exam is the 1st part. The NCLB training information is located below in Red.

Once you have confirmed that you are eligible to take this test, **contact Teresa Rodriguez at (209) 468-4995 or by email trodriguez@sjcoe.net to set up the date of your proficiency exam.** The proficiency exam is scheduled as follows:

1st Tuesday of each month – 9am/2nd Thursday – 1 pm/ 3rd Tuesday – 9 am/ 4th Thursday – 1 pm

A fee of \$7.00 will be charged for the exam (**cashier's check, money order, or major credit card**). No cash or checks will be accepted You will also need to bring a picture I.D.

Note: A tutorial will be distributed prior to taking the exam.

Enrollment in the NCLB/Paraprofessional Training is contingent on successful completion of one of the above mentioned provisions. Please visit:
http://www.sjcoe.org/HumanResources/PDF/Para_NCLB_TCSJ_Registration.pdf or call (209) 468-4859.

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