



## Fontana Unified School District

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### CLASSIFIED JOB VACANCY

**PLEASE POST:  
CHANGE IN PROCEDURE  
Effective February 1, 2005**

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## **\*\* IMPORTANT NOTICE \*\***

**PLEASE BE ADVISED OF NEW TESTING PROCEDURES EFFECTIVE:  
FEBRUARY 1, 2005**

Due to the recent growth of the district and volume of applications received, a new testing procedure has been implemented to facilitate the employment process. Testing must now be completed prior to the closing deadline. We will now be testing for various positions on a continuous basis. Applicants must have test scores on file prior to the closing deadline unless otherwise noted on the job vacancy posting.

- ❖ Testing will be scheduled for various positions throughout each month.
- ❖ A monthly testing schedule will be available by the 25<sup>th</sup> of each month for the following month.
- ❖ If you submit an application and you have not completed testing prior to the closing deadline, your application will be disqualified for that posting.
- ❖ You must come into Classified Human Resources to complete a “Request to Test” form to sign up for a testing session. You are not allowed to sign up for more than one session per day per test.
- ❖ All applicants must register in advance for any testing session. Space is limited and sign ups will be taken on a first come first serve basis until filled.
- ❖ Your copy of the “Request to Test” will be the notification of testing. There will be no further notification.
- ❖ Test scores will now be valid for 2 years.
- ❖ Passing test scores does not automatically qualify you for a position.
- ❖ A valid picture ID will now be required for admittance to all testing sessions. You will not be allowed to test without proper identification.

**THE FOLLOWING TESTS WILL BE GIVEN ON A CONTINUOUS BASIS TO ESTABLISH TEST SCORES FOR POTENTIAL APPLICANTS:**

- **TYPING TEST**
- **CAMPUS SECURITY II WRITTEN**
- **CLERK TYPIST WRITTEN\***
- **CUSTODIAN WRITTEN**
- **HEALTH ASSISTANT WRITTEN\***
- **KITCHEN ASSISTANT WRITTEN**
- **KITCHEN OPERATOR WRITTEN**
- **LIBRARY SPECIALIST WRITTEN\***
- **SECONDARY KITCHEN OPERATOR WRITTEN**
- **SECRETARY WRITTEN\***
- **TEACHER AIDE WRITTEN**

**(PLEASE NOTE: THE TEACHER AIDE TEST IS APPLICABLE TOWARDS THE FOLLOWING POSITIONS):**

- **TEACHER AIDE (SPECIAL EDUCATION)\*\***
- **TEACHER AIDE (SEVERELY HANDICAPPED)\*\***
- **TEACHER AIDE (SERIOUSLY EMOTIONALLY DISTURBED)\*\***
- **TEACHER AIDE (HEARING IMPAIRED)**
- **TEACHER AIDE (VISUALLY IMPAIRED)**
- **INFANT CHILD CARE AIDE**
- **DAYCARE AIDE**
- **BILINGUAL AIDE\*\***
- **VOCATIONAL AIDE**
- **PRESCHOOL AIDE**
- **INSTRUCTIONAL AIDE**
- **TRANSITIONAL AIDE\*\***
- **TUTOR MONITOR**

**\* A Typing test is required in addition to the written test.**

**\*\*Additional testing will be necessary and will be tested separately as follows:**

- **SEVERELY HANDICAPPED WRITTEN**
- **SERIOUSLY EMOTIONALLY DISTURBED WRITTEN**
- **BILINGUAL AIDE (SPANISH PORTION) WRITTEN**
- **TRANSITIONAL AIDE WRITTEN**

**\*\*PLEASE NOTE\*\***

**Effective February 1, 2005, the Clerical and Secretarial tests will be revised; therefore, ALL applicants will be required to retest prior to the closing deadline.**