CODESP

FALL TRAINING

Our fall training schedule is close to completion and we hope to be coming to an area near you soon. Currently we have training on **CODESP Services** scheduled in **Redding** at the **Shasta COE** on **September 20**, and a meeting **September 29** in **Orange County** (exact location to be announced) with a presentation on **"Fitness for Duty/Dealing with Difficult Employees"** by Irma Rodriguez of Atkinson, Andelson, Loya, Rudd and Romo.   Other sessions are listed below. More details will appear as we get closer to the training dates at www.codesp.com. Click on **Events.**

CODESP Services and Selection Planning

LOCATION:	**San Jose USD**
ADDRESS:	**855 Lenzen Avenue San Jose**
WHEN:	**Wednesday, October 11, 2006**
TIME:	**10:00 — 12 noon**
FEE:	**FREE!!!!!!**

SPEAKER AND TOPIC DESCRIPTION: CODESP staff will explain the services offered through CODESP membership. Selection Planning using the CODESP CATS system will also be discussed. Additional presenters may be added.

Using Physical Ability Analysis to Build Valid Job Descriptions

LOCATION:	**Riverside County Office of Education**
ADDRESS:	**3939 13th St. (Room to be Posted on Events Soon)**
WHEN:	**Friday, October 20, 2006**
TIME:	**10:00 — 12 noon**
FEE:	**FREE!!!!!!**

SPEAKER AND TOPIC DESCRIPTION: Gene Carmean from Med-Tox Health Services will be the presenter. He will provide a set of physical ability terms and instructions on how to use the working conditions manual. The presentation will include information on distinguishing between job evaluation and job analysis, minimum qualifications related to physical qualifications, and some do's and don'ts of job description writing.

WRIPAC MEETING AND TRAINING

The Fall WRIPAC meeting and training program will be held in Berkeley. Training will be September 20 with the meeting following on the 21st - 22nd. Topics are: *Selection Planning* and *Interpreting and Applying Item Analysis Data*. For details and to register:

www.wripac.org

CODESP MEMBERSHIP PAYMENT IS DUE

Payment for the 2006-2007 membership year was due on July 1, 2006. If your district has not sent a purchase order or check, please send an email to tests@codesp.com with an estimated date payment should arrive. In the subject area of the email enter: PAYMENT. Payment is delinquent if it is has not been received by September 30, 2006.

Director, Classified Personnel Openings

La Mesa — Spring Valley School District

$88,836 - $107,964

Contact Sue Johnson: (619) 668-5700 File by 8/14/06

Pleasant Valley School District - Camarillo

$6,092 – $7,409/mo

Contact Vicki Bratcher (805) 445-8647 by 9/15/06

CODESP MEMBERS ON THE MOVE

School district human resource staff members appear to be on the move more often than ever before. Here at CODESP we try very hard to keep track of all of the moves, but we need your help.

If you are leaving the HR department, moving to another district, retiring, etc., please let us know.

CODESP CATS Administrators: Remember to change ex-employees CATS log-in status to **Inactive**. New HR staff members will need to be added in the CATS system. DO NOT use ex-employees or other user's log-in names and passwords.

WWW.CODESP.COM

HR INFORMATION AVAILABLE TO MEMBERS
@ WWW.CODESP.COM/RESOURCES

HR AND NCLB Resources/Guides

Government Regulations-Info on Hiring
California Fair Employment and Housing Act Information
Facts About Drug Testing
No Child Left Behind 2004 Non-Regulatory Guidance on Paraprofessionals
Records Retention SAMPLE Guide
Referrals to Government Agencies Related to Employment

ADA Info
ADA Information

Interviews
Interview Design Guide
Interview Panel Guide Sample
Interview-Potential Interview Rater Tendencies
Interview-Rating Sample
Interview-Sample Behavioral Situational Questions
Interview-Structured Defined

Exam Planning
Assessment Method/KSAs Worksheet
Exam Planning Considerations
Interview Development
Item Analysis by CATS Includes Definitions
Performance Exercise Development Guide
Selection Plan Documentation Worksheet
Supplemental Application Development Guide

Job Review/Analysis
Job Analysis Steps Overview
Job Analysis Update Form (job review when full analysis not needed)

Subject Matter Expert Review and Forms
Subject Matter Expert Review and Security Form

Instructional Aide & NCLB Info
CODESP IA Test Development History
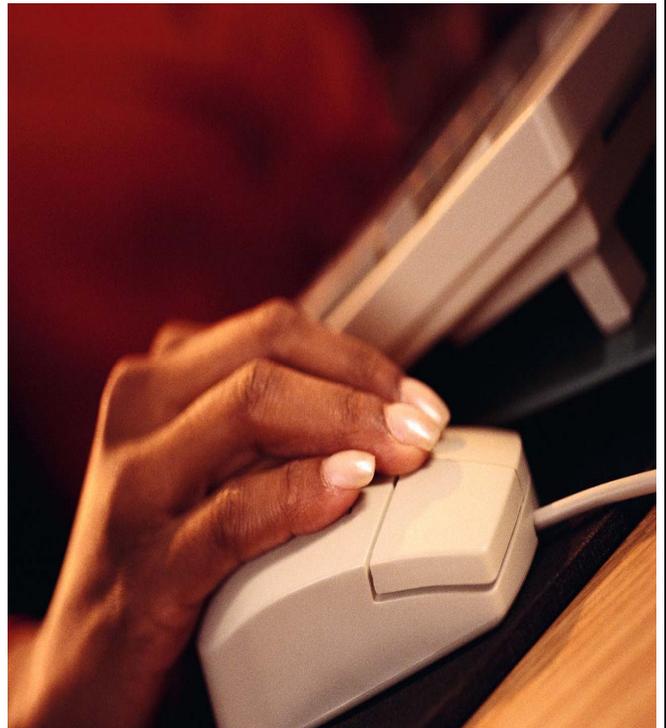**CODESP Instructional Aide Test Content Summary**
Instructional Aide KSAs
NCLB and CAHSEE Update Power Point
Paraprofessional Guidance March 2004
Sample Instructional Aide Job Duties
Training Areas for Paraeducators

Microsoft Competency Wheel for Educational Leaders

Microsoft has made available on its website a Competency Wheel developed by Lominger, which is an organization in the field of human resources and development. They helped Microsoft create a similar tool for its own use. Through a Microsoft Partners in Learning grant, Lominger and Microsoft worked with the School District of Philadelphia and education leaders from around the world to develop this educational version of the competency wheel. Built on research-based principles, this model of the competency wheel reflects resources similar to those used by leading organizations around the world.

To view the Competency Wheel go to http://www.microsoft.com/education/competencies/default.mspx

Since Microsoft realizes that effective leadership is critical to the success of any organization they have offered this as an example. According to their website with each new student, new partner, new parent, new hire, districts have an opportunity to help their school district achieve greater success. That responsibility can be overwhelming if they approach it haphazardly. With preparation and planning, they can focus their efforts and make decisions that add to the long-term health and success of their school district. Administrators, teachers students, or parents, can use the Education Competencies to define a job profile, assess candidate competence, and plan for personal and professional growth.

Define Success with Competencies

Competencies describe the functional and behavioral qualities that an individual must possess in order to help an organization achieve success. Each role in an organization requires a different emphasis or mix of competencies.

Success in Education

The Education Competencies describe the full range of characteristics needed to help a school district achieve its organizational goals and vision. At the core of the Education Competencies are six qualities that individuals need in order to help school districts succeed in the 21st century. These qualities, or success factors, are:

Individual Excellence. Ability to achieve results by working effectively with others in various circumstances.

Organizational Skills. Ability to communicate by various means within different organizational settings.

Courage. Ability to speak directly, honestly, and with respect in difficult situations.

Results. An emphasis on goal-oriented action.

Strategic Skills. An array of skills used to accomplish focused, longer-term goals.

Operating Skills. An array of skills used for daily management of tasks d relationships.

These six success factors form the organizing principles for the Education Competency Wheel, a visual depiction of the 37 Education Competencies. The success factors make up the inner wheel and are defined by associated competencies.

Make Hiring Decisions with the Education Competencies

Microsoft believes districts can use the Education Competencies to define a job profile, structure an interview process, and assess candidate qualities. Their hiring process starts with the goal in mind—a clear description of the job responsibilities and the unique mix of competencies required for success. A success profile goes beyond the usual scope of a job description. In a job description, a supervisor usually lists the tasks to be performed in a role. A success profile, however, describes not only the tasks, but how those tasks will be accomplished, including the personal qualities, skills, behaviors, attitudes, and knowledge required for success in the role.