

BEREA CITY SCHOOL DISTRICT

TESTING CRITERIA FOR CLASSIFIED POSITIONS

ADMINISTRATIVE ASSISTANT

If the applicant has taken and passed the No Child Left Behind paraprofessional assessment, they are exempt from the Math and Language Arts tests.

- **Keyboarding**
 No minimum WPM
- **Basic Math (25 problems)**
 Pencil & paper test
 20 minute time limit
- **Basic Language Arts (20 multiple choice questions)**
 Pencil & paper test
 15 minute time limit
- **Google Docs/Forms/Sheets**
 30 minute time limit
- **Basic Google Sheets**
 20 minute time limit

A score of 75% is needed on each test to pass with the exclusion of keyboarding.

NOTE: A SCORE OF NO LESS THAN 70% WILL BE ACCEPTED IN ONE AREA ONLY.

NOTE: Test results will be good for a period not to exceed two years from date taken. The candidate will need to retake the test if the testing criteria changes.

Also, will count 2 years for an employee who is bumped into a position.

i.e. an administrative assistant bumped to an instructional assistant would not need to retake administrative assistant test if applying for administrative assistant position within 2 years of having worked for the District as an administrative assistant.