

PLEASE POST



Personnel Commission
CLASSIFIED POSITION ANNOUNCEMENT
SPECIAL EDUCATION DATA SPECIALIST

An Equal Opportunity Employer

SALARY:

Step 1: \$27.54 – Step 5: \$33.37 (Hourly)
Step 1: \$4,774 – Step 5: \$5,801 (Monthly, Full-Time)

REVISED FILING DATE:

The District Classified application, supplemental form and certification of typing speed must be submitted to the Personnel Commission Office prior to **March 15, 2023, 4:30 PM**.

SELECTION PROCEDURE:

This is an **OPEN** recruitment to establish an eligibility list and fill a vacancy. The eligibility list will be used to fill permanent vacancies which may occur during the life of the eligibility list.

This position is full-time, 12 months per year.

The recruitment process will consist of a written and/or performance examination and an oral technical interview, which are **tentatively** scheduled for the weeks of **March 20-31, 2023**. Qualified applicants will be notified by US mail or email.

POSITION INFORMATION

BASIC FUNCTION:

Under the direction of the Director–Special Education, perform a variety of specialized duties related to special education information systems, records management, and local, state, and federal reporting functions for the Special Education Department, including auditing, verifying, and assuring the accuracy of student records related to Individualized Education Programs (IEPs) and related program data; oversee the Special Education Information System (SEIS), audit, certify and publish student and staff information to the California Longitudinal Pupil Achievement Data System (CALPADS) and other local agencies; consult with and provide technical assistance to schools and district office administrators regarding student information analysis activities and reports. (See attached for a complete job description.)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible experience working within a school environment or with social services organizations; one year working in a Special Education Office or at a school site is desirable.

LICENSES AND OTHER REQUIREMENTS:

Certification of typing speed of 45 wpm

*Certification must be **net words per minute for five (5) minutes**, originate from a high school, continuing education, college, business school or local civil service agency, and be dated within two years of the application deadline. All typing certificates must be signed and certified by the test administrator. It is the responsibility of the applicant to ensure that all typing certificates meet job posting requirements.*

EQUAL OPPORTUNITY, TITLE IX, AFFIRMATIVE ACTION EMPLOYER

The Torrance Unified School District does not engage in any employment practice that discriminates against an employee or applicant for employment on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age, disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information (including family and medical history), marital status, political affiliation, military and veteran status, or retaliation; or on any other basis as protected by state, federal or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. If you need a reasonable accommodation to participate in the hiring process, Torrance Unified will provide you with one upon notice.

Torrance Unified School District Personnel Commission

This is a summary of information related to our recruitment, selection and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

RECRUITMENT AND SELECTION

APPLICANT PROCEDURE: Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it is complete and you meet minimum requirements for the position.

CONVICTION RECORD: If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to provide CONVICTION information regarding type of conviction, the type of crime, date and place and circumstances and results of all cases. Give a COMPLETE report of all offenses. A conviction will not automatically prevent you from being considered for hire, but not reporting the conviction is falsification of your application.

EXAMINATION PROCESS: This may consist of any of the following parts: 1. A supplemental evaluation of training and experience. The evaluation is individually and independently conducted by two members of a committee. 2. A written examination of technical knowledge, skills, and abilities. It may cover any subject matter appropriate to the duties of the position and/or subject matter required to meet specific federal and state proficiency. 3. An oral examination, or its equivalent, to assess and verify your qualifications, education, experience, training, and suitability for service. The oral examination will be conducted by an oral interview panel composed of subject matter experts. You must achieve a weighted passing score of 70%. Oral interviews are required by California Education Code to be **TAPE RECORDED**. 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. The Director – Personnel Commission determines passing score and assigns relative percentage weight to each part of examination.

Candidates must be on time to every examination since we cannot admit anyone after their scheduled time. Attendance will be at the candidate's expense.

Once on the eligibility list, ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a call for availability for certification from the Personnel Commission. Failure to call will result in your name not being included in a certification list and removal from the eligibility list. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

NOTIFICATION OF EXAMINATION AND EXAM RESULTS: Candidates are typically notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

PROTEST PROCEDURE: A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission no later than the fifth working day following the day candidates' exam results are emailed/mailed. Any protest must include rationale to support the protest.

ELIGIBILITY LIST: An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists typically remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

LONGEVITY PREFERENCE: Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of three (3) points.

VETERANS PREFERENCE: If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five (5) points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/07/41 to 12/31/46, Korea - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment ONLY.

DISABILITY ACCOMMODATION: By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

EMPLOYMENT

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer(s). TUSD is a drug, alcohol, smoke, harassment free and diversity-driven work environment.

TUBERCULOSIS AND /OR PHYSICAL EXAMINATION: As required by state law, you must provide a medical release, signed by a medical doctor within the previous 60 days prior to your employment which shows you have a negative TB test result. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees which may include a urine sample.

RIGHT TO WORK: ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

SAFE DRIVING RECORDS/STANDARDS: An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated or reckless driving in the past five years.

OFFICIAL OFFERS OF EMPLOYMENT: Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

BENEFITS: As earned by a regular classified employee working at least 50% or more are as follows:

VACATION AND SICK LEAVE: One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been completed.

HOLIDAYS: Thirteen (13) paid holidays per year.

PERSONAL NECESSITY LEAVE: Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

BEREAVEMENT LEAVE: Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

INSURANCE: The District provides health, dental and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Lincoln Financial Insurance. The employee may choose between three health care plans, two dental plans and one vision care plan. Dependents may be covered in the same plans selected by the employee, at the employee's expense.

PART-TIME EMPLOYEES: Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

RETIREMENT: Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee's salary is contributed to the System while the District's fair share is determined by the state. Retirement may be taken after reaching age 50 and five (5) years of service. Service earned on or after January 1, 2013, then you must be at least age 52 to retire. Upon resignation, the employee's contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

PROBATIONARY PERIOD: All classified employees serve a probationary period of 130 days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be 260 days of paid regular service in one classification.

SALARY INCREASES: Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIAL EDUCATION DATA SPECIALIST

BASIC FUNCTION:

Under the direction of the Director—Special Education, perform a variety of specialized duties related to special education information systems, records management, and local, state, and federal reporting functions for the Special Education Department, including auditing, verifying, and assuring the accuracy of student records related to Individualized Education Programs (IEPs) and related program data; oversee the Special Education Information System (SEIS), audit, certify and publish student and staff information to the California Longitudinal Pupil Achievement Data System (CALPADS) and other local agencies; consult with and provide technical assistance to schools and district office administrators regarding student information analysis activities and reports.

REPRESENTATIVE DUTIES:

Receive data from departments and school sites; verify accuracy and completeness of data; input and code student data including, but not limited to grades, testing information, class rosters, and attendance into assigned programs. E

Compare and correct IEP and CALPADS errors; train staff in SEIS data bank, CALPADS errors, SEIS navigator reports and requests; support staff with SEIS and/or CALPADS error training. E

Create new SEIS reports as needed for the district, SELPA, CDE, and other agencies to review. E

Process data processing requests for a variety of information needed by the special education department, schools, administrators, and outside agencies; assist in establishing reporting timelines: run a variety of required and requested reports using appropriate queries in SEIS, the district's Student Information System (SIS), and CALPADS as appropriate. E

Review computer-produced reports and documents for completeness, accuracy and compliance with established guidelines; correct errors as necessary. E

Perform a wide variety of specialized and responsible duties independently in support of the Director of Special Education; interpret and apply rules and regulations as appropriate; perform duties to assist the Director of Special Education with administrative details as appropriate. E

Prepare and maintain a variety of records, logs and files including information of a confidential nature, maintain confidentiality of information and records. E

Oversee the Special Education classified staff for accuracy, errors and corrections in the Special Education Information System. E

Monitor State and Federal mandated timelines in preparation of CALPADS reports. E

Serve as the District SEIS lead to support and train staff in navigating through SEIS and accurately maintaining student's SEIS records. E

Perform annual caseload and service provider updates; maintain accurate user types and lists within SEIS. E

Answer phone and greet visitors, determine needs and provide data and matters pertaining to the comprehensive District program. E

Provide a variety of information regarding Special Education issues pertaining to the comprehensive District program. E

Input data from Individual Education Plan (IEP) into a comprehensive Special Education database; prepare and maintain related files. E

Monitor and verify caseload numbers to determine program availability. E

Operate a variety of office equipment, including computer workstation and typewriter and copier. E

Communicate with other departments, administrators, governmental agencies and outside organizations to collect and provide data, exchange information, coordinate activities and resolve issues or concerns. E

Train and provide work direction to substitute and extra help clerical support staff as assigned; monitor office workflow and assure compliance with established timelines, procedures and standards of quality. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objectives related to special education issues.
Applicable sections of State Education Code and other applicable laws related to special education.
Bargaining unit contracts, rules and regulations related to special education staffing.
Complex office and departmental rules, regulations, precedents and programs.
Special Education policies and procedures.
Interpersonal skills using tact, patience and courtesy in interacting with angry and frustrated parents.
Operation of office equipment, including computer workstation.
Methods of collecting and organizing data and information.
Record-keeping techniques.
Oral and written communication skills.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform a variety of responsible and complex duties related to special education issues.
Communicate effectively in oral and written form with parents, students and other family members to answer questions, to calm anger and frustration, and to resolve issues.
Type at 45 words net per minute from clear copy.
Provide and exercise patience and understanding cooperation with parents and students.
Coordinate office operations, including a heavy volume of visitors and phone callers.
Work independently with little direction.
Provide a variety of services to parents, students and District personnel regarding special education issues.
Enter and retrieve a variety of special education data from a computer.
Perform duties under volume-of-work pressure.
Maintain records and prepare reports.
Work calmly and effectively in adverse situations and with constant interruptions.
Work effectively in a multi-ethnic setting.
Analyze situations accurately and adopt an effective course of action.
Work confidentially with discretion.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible experience working within a school environment or with social services organizations; one year working in a Special Education Office or at a school site is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions and interacting with angry or frustrated parents and guardians.

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate computer and office equipment, hearing and speaking to provide and exchange information, sitting for extended periods of time, and vision to read and assure the accuracy of documents and records.

ADOPTED: May 2014

REVISED: December 2022



Personnel Commission
CLASSIFIED POSITION ANNOUNCEMENT

SPECIAL EDUCATION DATA SPECIALIST

SUPPLEMENTAL EXAMINATION
(THIS IS CONSIDERED AN EXAMINATION)

NAME: _____

EMAIL: _____

PHONE: _____

Both the standard application and the supplemental form are **REQUIRED** of all applicants and must be filed in the Personnel Commission office by **March 15, 2023, 4:30 PM.**

1. The following questions have been designed to allow you the opportunity to provide a more detailed description of your knowledge, skills, abilities, background, training and experience as related to the position you are applying for. Please provide detailed responses for each question. Where applicable, responses must include the name of your employer(s), dates of employment where you performed the duty, and the title of your position(s) where you performed the function. Be aware that you are competing in the first phase of the examination process. It is your responsibility to ensure that all information you deem important to your candidacy is included. A resume or referral to a resume in lieu of a response is not acceptable. This supplemental application must be typed or legibly printed. Applicants that submit an illegible or incomplete application will be disqualified from consideration.

CERTIFICATION

By signing below, I hereby certify that all statements made in this supplemental application are true and complete to the best of my knowledge, and that any misstatement of material facts will subject me to disqualification or dismissal.

SIGNATURE OF APPLICANT: _____ DATE: _____

SPECIAL EDUCATION DATA SPECIALIST

SUPPLEMENTAL EXAMINATION (THIS IS CONSIDERED AN EXAMINATION)

2. Do you possess a high school diploma or GED?

Yes No

3. If you answered "Yes" to the above question, please list the name and location of the high school or institution where you obtained your high school diploma or GED. If you answered "No" to the above question, please write N/A.

4. This position requires four (4) years increasingly responsible experience working within a school environment or with social services organizations.

How many years of increasingly responsible experience working within a school environment or with social services organizations do you possess?

- I do not have experience in this area
- Less than 1 year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years but less than 4 years
- 4 or more years

5. This position requires certification of typing speed of at least 45 wpm. ***Certification must be net words per minute for five (5) minutes, originate from a high school, continuing education, college, business school or local civil service agency, and be dated within two years. All typing certificates must be signed and certified by the test administrator. It is the responsibility of the applicant to ensure that all typing certificates meet job posting requirements.***

Have you obtained a certification of typing speed that is at least 45 net wpm?

Yes No

6. You must attach a copy of your certification of typing speed prior to **March 15, 2023, 4:30 PM.**

By signing my name below, I confirm that I understand that I must attach my certification of typing speed in order for my application to be accepted.

SIGNATURE: _____

TYPING CERTIFICATES

THE FOLLOWING AGENCIES OFFER TYPING CERTIFICATES. PLEASE CONTACT THE AGENCY FOR MORE INFORMATION AS SERVICES, HOURS AND COSTS MAY CHANGE WITHOUT NOTICE.

CERTIFICATION MUST BE NET WORDS PER MINUTE FOR FIVE (5) MINUTES, ORIGINATE FROM A HIGH SCHOOL, CONTINUING EDUCATION, COLLEGE, BUSINESS SCHOOL OR LOCAL CIVIL SERVICE AGENCY, AND BE DATED WITHIN TWO YEARS OF THE APPLICATION DEADLINE. NO ONLINE CERTIFICATES WILL BE ACCEPTED. ALL TYPING CERTIFICATES MUST BE SIGNED AND CERTIFIED BY THE TEST ADMINISTRATOR. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT ALL TYPING CERTIFICATES MEET JOB POSTING REQUIREMENTS.

<p>SOUTH BAY ONE-STOP CENTER 801 EAST CARSON ST. SUITE #116, CARSON, CA 90745 CONTACT: CECI COREAS (310) 680-3870 \$0, NO CHARGE CALL FOR AVAILABILITY M-TH 8:00 AM – 5:00 PM F 8:00 AM – 4:00 PM (BIWEEKLY)</p>	<p>TORRANCE ONE-STOP CENTER 1220 ENGRACIA AVE., TORRANCE, CA 90501 CONTACT: (310) 680-3830 \$0, NO CHARGE WALK IN M-TH 9:00 AM – 3:00 PM</p>
<p>GARDENA ONE-STOP CENTER 16801 S. WESTERN AVE., GARDENA, CA 90247 CONTACT: (310) 538-7070 \$0, NO CHARGE CALL FOR APPOINTMENT M-TH 8:00 AM – 5:00 PM F 8:00 AM – 4:00 PM (BIWEEKLY)</p>	<p>INGLEWOOD ONE-STOP CENTER 110 S. LA BREA AVE., INGLEWOOD, CA 90301 CONTACT: NORMA CORNEJO (310) 680-3700 \$0, NO CHARGE CALL FOR AVAILABILITY</p>
<p>DOWNEY ADULT SCHOOL 12340 WOODRUFF AVE., ROOM F-40, DOWNEY, CA 90241 CONTACT: (562) 940-6200 \$49, CASH OR CREDIT CARD MUST REGISTER ONLINE: HTTPS://WWW.DAS.EDU/CLASSES/KEYBOARD-CERTIFICATION-TEST M-TH 9:00 AM – 6:00 PM F 9:00 AM – 2:00 PM</p>	<p>ABC ADULT SCHOOL 12254 CUESTA DRIVE, ROOM J, CERRITOS, CA 90703 CONTACT: VANESSA CAMPOS (562) 229-7960 \$20, CASH OR CREDIT CARD WALK IN MAIN OFFICE SEPT-JUNE, M-TH 8:00 AM – 8:00 PM, F 8:00 AM – 4:00 PM</p>
<p>CERRITOS CAREER CENTER 10900 E. 183RD ST. SUITE 392, CERRITOS, CA 90703 CONTACT: (562) 402-9336 \$0, NO CHARGE BY APPOINTMENT ONLY, INDIVIDUAL MUST BE REGISTER IN CALJOBS M-F 8:00 AM – 4:00 PM</p>	<p>MONTEBELLO COMMUNITY ADULT SCHOOL 149 N. 21ST STREET, MONTEBELLO, CA 90640 CONTACT: (323) 887-7844 \$10, CASH APPOINTMENT ONLY M-F 8:00 AM – 12:00 PM, M-TH 6:00 PM – 9:00 PM https://www.montebelloadulted.com/</p>
<p>APPLEONE 2401 EAST KATELLA AVE. SUITE 240, ANAHEIM, CA 92806 CONTACT: (714) 634-4631 \$10, CASH APPOINTMENT ONLY M-F 8:00 AM AND 4:00 PM https://www.appleone.com/localoffice.aspx</p>	<p>ONE-STOP CENTER 7077 ORANGEWOOD AVE. SUITE 200, GARDEN GROVE, CA 92841 CONTACT: (714) 241-4900 \$0, NO CHARGE WALK IN M, T, TH, F 9:00 AM – 6:00 PM W 9:00 AM -8:00 PM SAT 9:00 AM – 1:00 PM</p>
<p>FOOTHILL WORKFORCE DEVELOPMENT BOARD 1207 E. GREEN STREET, PASADENA, CA 91106 CONTACT: (626) 796-5617 \$0, NO CHARGE APPOINTMENT OR WALK IN M-F 9:00 AM – 11:00 AM, 1:00 PM – 3:30 PM https://www.fwibworks.org/</p>	<p>OLYMPIC STAFFING SERVICES 444 E. HUNTINGTON DRIVE, SUITE 101, ARCADIA, CA 91006 CONTACT: (626) 447-3558 \$20, CASH WALK IN, MUST BRING IDENTIFICATION M-F 8:00 AM – 4:30 PM http://www.olystaffing.com/</p>
<p>LONG BEACH CITY COLLEGE</p> <p>PACIFIC COAST CAMPUS - 1305 E. PACIFIC COAST HIGHWAY BUILDING AA-206, LONG BEACH, CA 90806 OR LIBERAL ARTS CAMPUS - 4901 E. CARSON ST., BUILDING M-109, LONG BEACH, CA 90808</p> <p>CONTACT: (562) 938-4904 \$0, NO CHARGE WALK IN M-TH 12:00 PM – 5:00 PM F 12:00 PM – 2:00 PM SAT 10:00 AM – 1:00 PM *TESTS ARE NOT GIVEN THE FIRST 2 WEEKS OF EACH SEMESTER*</p>	
<p>ANTELOPE VALLEY COLLEGE 3041 WEST AVE. K, SSV 171, LANCASTER, CA 93536 CONTACT: (661) 722-6300 EXT. 6358 \$15, CASH CALL FOR APPOINTMENT M-TH 8:00 AM-4:30 PM F 8:00 AM – 11:30 AM https://www.avc.edu/student-services/assess</p>	<p>PALM SPRINGS UNIFIED SCHOOL DISTRICT 150 DISTRICT CENTER DRIVE, PALM SPRINGS, CA 92264 CONTACT: (760) 883-2715 EXT. 4805362 \$0, NO CHARGE APPOINTMENT ONLY M-F 7:30 AM – 4:00 PM https://www.psusd.us/Page/200</p>

TORRANCE UNIFIED SCHOOL DISTRICT DOES NOT ENDORSE ANY OF THE ABOVE-MENTIONED AGENCIES. THIS INFORMATION IS TO BE USED ONLY AS REFERENCE FOR OBTAINING A TYPING CERTIFICATE. APPLICANTS MAY OBTAIN A TYPING CERTIFICATE FROM ANY OTHER REQUISITE SOURCE AS STATED ON THE JOB ANNOUNCEMENT. 03/22