**ALL SUPPORT APPLICANTS (OTHER THAN SNS WORKERS) MUST PROVIDE PROOF OF HS DIPLOMA OR GED IN ADDITION TO ANY TESTING REQUIREMENTS LISTED BELOW – THIS MAY BE A COLLEGE TRANSCRIPT, HS TRANSCRIPT OR DIPLOMA, OR GED EQUIVALENCY DOCUMENT –

To expedite the hiring process, please scan and attach required documents to your application in the Searchsoft System.

TEST(S) REQUIRED FOR SUPPORT EMPLOYEES

	TEST
ELEMENTARY CLERK	WORKKEYS TEST
FINANCIAL SECRETARY	WORKKEYS TEST
ELEMENTARY PRINCIPAL SECRETARY	WORKKEYS TEST
ATTENDANCE CLERK	WORKKEYS TEST
REGISTRAR	WORKKEYS TEST
MIDDLE SCHOOL PRINCIPAL'S SECRETARY	WORKKEYS TEST
HIGH SCHOOL PRINCIPAL'S SECRETARY	WORKKEYS TEST
PARENT LIAISON	WORKKEYS TEST
COUNSELOR'S ASSISTANT	WORKKEYS TEST

BILINGUAL ASSISTANT

48 COLLEGE HOURS **AND** BILINGUAL TEST
OR
WORKKEYS TEST **AND** BILINGUAL TEST
OR
PARA PROFESSIONAL TEST **AND** BILINGUAL TEST
**MUST PASS THE WORKKEYS TEST, PARAPRO EXAM OR HAVE COLLEGE TRANSCRIPT SHOWING COMPLETION OF 48 OR MORE COLLEGE CREDIT HOURS BEFORE YOU C AN SCHEDULE THE BILINGUAL TEST

TEACHER ASSISTANT	WORKKEYS TEST **OR** PARA PROFESSIONAL TEST **OR** 48 COLLEGE HRS
SPECIAL EDUCATION ASSISTANT	WORKKEYS TEST **OR** PARA PROFESSIONAL TEST **OR** 48 COLLEGE HRS
DAY CARE ASSISTANT	WORKKEYS TEST **OR** PARA PROFESSIONAL TEST **OR** 48 COLLEGE HRS

MEDIA ASSISTANT

WORKKEYS TEST
OR
PARA PROFESSIONAL TEST
OR
48 COLLEGE HOURS

LIBRARY CLERK

WORKKEYS TEST
OR
PARA PROFESSIONAL TEST
OR
48 COLLEGE HOURS

Para Professional Test = 455 or better
WorkKeys = 4 or better on all three
parts

INFORMATION FOR REQUIRED TESTS

To expedite the hiring process, please scan and attach all required documents to your application.

WorkKeys Testing Sites

Metro Technology Centers
1900 Springlake Dr, Oklahoma City, OK 73111
405-595-4678
Testing Dates: M-F by appt. Call for Cost.

Moore Norman Technology Centers
4701 12th Avenue NW, Norman, OK 73069
405-364-5763
Testing Dates: M-F by appt. Call for Cost.

Canadian Valley Technology Center
6505 East Highway 66, El Reno, OK 73036
405-422-2318
Testing Dates: M-F by appt. Call for Cost.

Francis Tuttle Career Tech Center 12777
N. Rockwell Oklahoma City, OK 73142
405-717-4323
Testing Dates: Mon. & Fri. by appt. Call For Cost

Eastern Oklahoma County Technology Center
4601 N. Choctaw Road, Choctaw, OK 73020
405-390-9591 X248
Testing Dates: Mon. & Fri. by appt. Call For Cost

ParaPro Testing Sites

Moore Norman Technology Center
4701 12th Ave
Norman, OK 73069
405-364-5763
Testing Dates: Call for Dates and Times
by appt. only Cost: $60

Gordon Cooper Tech Center
1 John C. Bruton Dr.
Shawnee, OK 74804
405-273-7493
Testing Date: 3rd Thurs. of month by appt. only
Cost: $55

Bilingual Skills Test

OKCPS Communications
405-587-0450 or jigutierrez@okcps.org
Testing Date: M-F
Cost: FREE