

**\*\*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**

	<b><u>TEST</u></b>
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 <b>AND</b> BILINGUAL TEST <b>OR</b> WORKKEYS TEST <b>AND</b> BILINGUAL TEST <b>OR</b> PARA PROFESSIONAL TEST <b>AND</b> BILINGUAL TEST <b>**MUST PASS THE WORKKEYS TEST, PARAPRO EXAM OR HAVE COLLEGE TRANSCRIPT SHOWING COMPLETION OF 48 OR MORE COLLEGE CREDIT HOURS BEFORE YOU CAN SCHEDULE THE BILINGUAL TEST</b>
TEACHER ASSISTANT	WORKKEYS TEST <b>OR</b> PARA PROFESSIONAL TEST <b>OR</b> 48 COLLEGE HRS
SPECIAL EDUCATION ASSISTANT	WORKKEYS TEST <b>OR</b> PARA PROFESSIONAL TEST <b>OR</b> 48 COLLEGE HRS
DAY CARE ASSISTANT	WORKKEYS TEST <b>OR</b> PARA PROFESSIONAL TEST <b>OR</b> 48 COLLEGE HRS
MEDIA ASSISTANT	WORKKEYS TEST <b>OR</b> PARA PROFESSIONAL TEST <b>OR</b> 48 COLLEGE HOURS
LIBRARY CLERK	WORKKEYS TEST <b>OR</b> PARA PROFESSIONAL TEST <b>OR</b> 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: 3<sup>rd</sup> Thurs. of month by appt. only  
Cost: \$55**

### Bilingual Skills Test

#### **OKCPS Communications**

405-587-0450 or [jigutierrez@okcps.org](mailto:jigutierrez@okcps.org)

**Testing Date: Test is only by appointment  
Cost: FREE**