

Effective November 1, 2008

Testing Information

Applicants interested in any positions requiring testing must pass the appropriate test **PRIOR** to the closing date of the posted position. We strongly encourage having all tests related to your fields of interest on file, even if a position is not currently posted.

To schedule an appointment to take a test, please call SCTI (941) 924-1365 ext. 62322 or 62236. The Testing Center is located at the Sarasota County Technical Institute campus in Building 14 at 4748 Beneva Road in Sarasota. The Testing Center hours are:

Monday thru Wednesday: 8:00 a.m. to 2:00 p.m.

Thursday and Friday: 8:00 a.m. to noon

The testing system is fee-based. For each skill area (i.e. Word, Excel, Access, etc), the district will pick up the cost of the first test provided that it was not taken under the old system. The cost of any retakes will be incurred by the employee or applicant.

Skill Area	Test Cost	Time
Word	\$15.00	30 minutes
Excel	\$20.00	30 minutes
Access	\$20.00	30 minutes
Typing	\$15.00	30 minutes
Bookkeeping	\$15.00	45 minutes
Registrar	\$40.00	45 minutes

The testing requirements for the positions listed below are specific to the position and the above testing fee structure does not apply.

Paraprofessional Aide III Positions – Anyone applying for these positions must possess an AA degree or its equivalent (60 undergraduate semester hours from an accredited college/university), or successfully pass a ParaPro Test. The ParaPro Test is administered at SCTI. The cost for this test is \$45 and an applicant should allow 150 minutes to take the test. To schedule an appointment, please call SCTI at (941) 924-1365, ext. 62322 or 62236. (For positions with unique qualifications such as ESOL, CDA, LPNs, COTAs or Interpreters, qualifications must be met in accordance with the current job description requirements.)

Bus Driver Positions: Please contact Transportation at (941) 486-2141 for specific details, applicable fees, and scheduling.

Food Service Assistant II Positions: Please contact Fran Messer at (941) 486-2199 or Fran_Messer@Sarasota.k12.fl.us for specific details, applicable fees, and scheduling.