

Classified Employment Processing Documentation Reference Sheet

Position	Acceptable Identification	TB	SS Card	Request for Personnel Action (issued by hiring school)	HS Diploma OR Equivalent	Bachelor Degree OR Equivalent	Verification of Current Enrollment in Related College Program
Campus Aide	X	X	X	X	X		
Counseling Assistant	X	X	X	X	X	X	*Verification of enrollment in pupil personnel services credential program is required.
Education Aide III (AVID)	X	X	X	X	X	X*	*Verification of current enrollment in college is <u>required</u> for AVID Tutors who do <u>not</u> have a Bachelor's degree.
Educ. Resource Aide	X	X	X	X	X	X	
Instructional Aide	X	X	X	X	X	X* (Required for most IA classes)	
Teacher Assistant	X	X	X	X	X	X**	Requires Application for Issuance of TA Certificate (signed by the college AND the hiring school principal)
All Other Classified Positions	X	X	X				

IMPORTANT REMINDERS:

- New employees **must bring their social security card** to their processing appointment.
- All documents submitted by new employees **must be originals** (no photocopies).
- Names listed on all identification documents brought to processing (i.e. social security card, drivers license) must match **exactly**.
- Please review all processing requirements before scheduling an appointment. If a candidate needs to take the District Proficiency Test or Instructional Assistance Test, he/she may schedule a testing appointment by visiting our website: www.lausdjobs.org, and selecting “District Proficiency/Instructional Assist Test” under our Quick Links section. If one or both of these tests are required, candidates must pass the test before you can schedule their processing appointment.
- **New Teacher Assistants must bring their Application for Issuance of Teacher Assistant Certificate, signed by both the college and the principal of the hiring school, verifying current enrollment in a recognized college or university.**
- **Campus Aides assigned to work more than 20 hours a week must first complete a state-approved campus safety training program** prior to processing. A Certificate of Completion of this safety training program must be brought to the processing appointment. You can contact (213) 241-3440 for further information about the Campus Aide Training Program.
- New employees assigned to the Early Childhood Education Division must provide documentation for the immunization of pertussis, measles and influenza. The influenza vaccination is the only one that may be declined but this must be accompanied with a declination letter written by the employee.

****If the candidate does not possess a Bachelor Degree from the United States, he or she must take the District Proficiency Test. If you have further questions, you may contact us at (213) 241-3455, option 2.**

*****Please note that a testing fee of \$7 for the District Proficiency Test and the Instructional Assistance Test (each) will be charged at the time the test is administered.**