

## CLASSIFIED EMPLOYMENT PROCESSING DOCUMENTATION REFERENCE SHEET

| Position                  | Acceptable Identification | SSC | TB | Request for Personnel Action (RPA) – issued by hiring school | Nepotism Certification Form – issued by hiring school | HS Diploma OR Equivalent (GED or CHSPE) | Bachelor's Degree or Equivalent | Verification of Current Enrollment in a Related College Program   |
|---------------------------|---------------------------|-----|----|--|---|---|---------------------------------|---|
| Campus Aide               | X                         | X   | X  | X  | X   | X                                       |                                 |   |
| Counseling Assistant      | X                         | X   | X  | X  | X   | X                                       | X*                              | Verification of enrollment in pupil personnel services credential program is required.                        |
| Education Aide III        | X                         | X   | X  | X  | X   | X                                       | X                               |   |
| Education Aide III (AVID) | X                         | X   | X  | X  | X   | X                                       | X                               | Verification of current enrollment in college is required for AVID Tutors who do not have a Bachelor's Degree |
| Instructional Aide        | X                         | X   | X  | X  | X   | X                                       | X                               |   |
| Community Representative  | X                         | X   | X  | X  | X   |   |                                 |   |
| Athletics Assistant       | X                         | X   | X  | X  | X   | First-Aid Certificate                   |                                 | Must be at least 21 years old   |

### **IMPORTANT REMINDERS:**

- New employees must bring their social security card (SSC) and current government-issued photo identification (ID)/driver license (DL) to their processing appointment.
- All documents submitted by new employees must be originals/official (no photocopies/or unofficial).
- Names listed on all identification documents brought to processing (i.e. SSC, ID/DL, etc.) 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 to substitute for a Bachelor's degree, testing information is available on the Talent Acquisition & Selection Branch's website: [www.lausdjobs.org](http://www.lausdjobs.org). If one or both of these tests are required, candidates must pass the test before you can schedule their processing appointment. \*Please note that a testing fee of \$7 for each test will be charged at the time the test is administered.
- Campus Aides assigned to work more than 20 hours/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 the Organizational Excellence Classified Training Branch at 213-241-3440 for further information about the Campus Aide Training Program.
- If the candidate possesses a Bachelor's degree from outside the United States, he or she must take the District Proficiency Test; testing information is available on the Talent Acquisition & Selection Branch's website: [www.lausdjobs.org](http://www.lausdjobs.org).

\* Bachelor's Degree required (no substitutions)

**NOTE** – All documents provided must be official. Additionally, name changes must be verified with an official marriage certificate or legal name change document. Foreign high school or college transcripts must be evaluated by an educational evaluation service approved by the District.

### **SCHEDULE AN APPOINTMENT**

Monday – Friday; 8am-4:30pm

East CEO: 213-625-4147

Mid-Cities CEO: 323-753-3321

Valley CEO: 818-654-1600