

Sarasota County Schools, Sarasota, Florida  
**Employment Testing Information**  
*Effective August 12, 2021*

Applicants interested in positions with the Sarasota County Schools should check the **Job Qualifications** under the **Job Descriptions** on the Human Resources website to identify required testing. Applicants must pass the appropriate tests **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. **ALL Human Resources Testing Requires an Appointment.**

The Suncoast Technical College Testing Centers follow the Sarasota County School Board school calendar. To schedule an appointment to take a test, please contact:

**Suncoast Technical College**  
 Testing Center, Student Services  
 4748 Beneva Road, Sarasota, FL 34233  
**(941) 924-1365 x 62322 or 62236**

**Suncoast Technical College - North Port**  
 Testing Center, Student Services  
 4445 Career Lane, North Port, FL 34289  
**(941) 257-2252 x 20411**

Current testing calendars are available at [www.suncoast.edu](http://www.suncoast.edu) > Testing Center. Board appointed employees, may take the first test per skill area at no cost. Test results are provided at the end of each test. Tutorial information is provided through Human Resources or via the school board web site, [www.sarasotacountyschools.net](http://www.sarasotacountyschools.net) > Find it Fast > Search Jobs > Testing Information.

Skill Area	Sarasota County Schools Employees only	Test Cost Applicants & Retakes	Time	Passing Score
Microsoft Word 2016	no cost	\$25	30 Minutes	Job Specific see Job Description
Microsoft Excel 2016	no cost	\$25	30 Minutes	Job Specific see Job Description
Microsoft Access 2013	no cost	\$25	30 Minutes	Job Specific see Job Description
Registrar 2011	1 <sup>st</sup> test no cost, 3 retake attempts for \$25	3 test attempts for \$25	30 Minutes	70%
Bookkeeping	1 <sup>st</sup> test no cost, 3 retake attempts for \$25	3 test attempts for \$25	45 minutes	Job Specific see Job Description

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

**Paraprofessional Aide Positions:** Anyone applying for these positions must possess an AA/AS degree or sixty (60) hour equivalent from an accredited educational institution, or passing score on the ParaPro Assessment Test. The ParaPro Test is administered at the Suncoast Technical College Test Center. Tutorials can be found on [www.ets.org](http://www.ets.org). The cost for a Board Appointed Employee is \$55. The cost for all Applicants is \$75. Passing score is 464.

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

Please contact Human Resources for any other required tests for employment with Sarasota County Schools.