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Santa Clara County  
Office of Education

# News Roundup

## August 15, 2017 - Stay informed about the latest SCCOE News

Welcome to the Staff News Roundup, a bimonthly electronic publication for Santa Clara County Office of Education (SCCOE) employees. It highlights SCCOE news, upcoming events, professional development opportunities, and other announcements of interest to staff.

Need to catch up? Read the [August 1 SCCOE Staff News Roundup](#).



## SCCOE Calendar Events and Professional Development

The [2017-18 District Calendar](#) and SCCOE [Master Calendar](#) are both available online.

### August 14-21: Solar Eclipse

Parents, students, teachers, and the rest of the local area are encouraged to stop by SCCOE Learning Multimedia Center (LMC) for "[Penumbra Prep Week](#)." August 14 through August 18 the LMC will provide opportunities for folks to learn, enjoy hands-on activities, and find great resources for upcoming solar eclipse. On August 21, the LMC will host a live stream viewing following all the solar eclipse activities

## Have you heard?

### SCCOE united against racism

On Monday, Superintendent Gundry sent out a memo including a note about the recent events in Charlottesville, Virginia. He stated, "Racism has no place in our country, and as educators it's important we help our students understand the value and importance of each and every individual. Equality is a foundational tenet of our democracy and one that celebrates our diversity as a nation." Some members of our SCCOE community may need additional support during this upsetting time. Please remember that employees may request Counseling Support or Work/Life Services through CONCERN: EAP [online](#) (company code: SCCOE) or by phone at (800) 344-4222.

### Walden West Leaders in Training (LIT)



This summer, the Walden West LIT program graduated 104 participants. The LIT participants, entering 8th or 9th grade, acted as counselors for the Trailblazers program after receiving training in child safety and the basics of being a Walden West counselor.

In addition to getting practice as counselors, the LITs learned rock climbing, helped during night hikes and other evening activities, and also completed a service project to improve the Walden West garden.

taking place during the day. Folks are encouraged to stop by and watch the progress in real time.

### **August 23: Microsoft Excel®: PivotTables & Charts**

A Microsoft Excel PivotTable® report can organize and display your Excel data so that it's clear and useful no matter who your audience is. A PivotTable report sorts the various information and lets you move it around to see how they all relate to each other. For [this course](#), you should be familiar with all of the skills of Excel: The Basics.

### **August 28: OMS Admin Training - Event Management**

This [workshop](#) will provide hands-on instruction on how to use the event management functions of the Organization Management System (OMS). This session will include information on tracking attendance for the events, downloading event data, preparing event registration materials, preparing reports, and fine-tuning event data. Participants completing this workshop will leave with the skills to fully maintain events from the initial postings to registration to reports.

### **August 29: Workshop - Master the Basics of Microsoft Excel**

The goal of this [class](#) is to become familiar with the various commands and features of Microsoft Excel. After this workshop, participants will be able to create a new document, use toolbars and shortcuts, enter and edit text in cells. Attendees will also learn how to format numbers and cells, use auto-fill, find and replace data, create math formulas and use simple functions such as SUM, AVERAGE, and COUNT, and save, open and print a worksheet.

### **September 7: Calm Down Kit Workshop "Make and Take"**

5:30-8:30 p.m.

Participants will learn how to create and use a [Calm Down Kit](#) in their classrooms and homes to support their children's social-emotional well-being and provide children with self-regulation strategies. Each Calm Down Kit includes a social story and visual supports.

## **Migrant Education unites with Walden West**



This year, SCCOE made history by uniting Walden West and Migrant Education, and also created a model for a Residential Trail Blazers program. The 63 youth that

attended ranged from north as Hayward to communities in Southern Hollister. The campers included two bi-national teachers from Mexico, 13 cabin leaders, and 12 Walden West staff. The entire leadership team provided exciting opportunities for campers to engage the outdoors both physically and emotionally. Activities ranged from academic to experiential with the focus on teamwork and learning in nature. The experiences of all involved in this 'trailblazing' week were extremely positive and anticipation for next year.

## **San Francisco 49ers\* Santa Clara County Office of Education Night**

December 17 is SCCOE Day with the San Francisco 49ers! Come join employees and their families for a game as the 49ers take on the Tennessee Titans. Once you [purchase your tickets](#) be sure to invite others via text, email and social media using your unique link. Friends who purchase tickets from your link will sit with you at the game! \*Please note the correction from last week's Roundup- this is a 49ers event, not SF Giants.

## **Wellness and Safety**

### **Solar safety**



On August 21, there will be a 75-percent (or partial) solar eclipse visible in Santa Clara County. A solar eclipse occurs when the moon comes between the sun and Earth, and San Jose will experience a partial solar eclipse, where the moon

only partially covers the sun. Please remember that viewing the sun directly will lead to injury of the eyes; therefore proper solar filters are required. These can be obtained relatively inexpensively.

### **CONCERN Newsletter**

[Healthy and Resilient You Newsletter](#): You may already know that not all leisure activities are created equal. This article contrasts casual vs. serious leisure activities and provides tips on getting longer-term benefits including productivity and wellness boosts out of our downtime by focusing on more creative, fulfilling pursuits.

[Workplace Employee Newsletter](#): Learn tips for better mental hygiene, facts about weight gain and heart health, and check out the work addiction scale.

### [September 16: The Superhero in YOU](#)

9 a.m.-1 p.m.

Location: Ridder Park Office  
Earn Vitality Points for participating in a variety of complimentary wellness activities including fitness classes, a Vitality Check-health screening, vendors, and wellness talks. Attendees can also get a complimentary flu shot. Get expert advice and simple hacks to maximize your energy and overall well-being! [Register](#) to reserve your preferred activities starting August 1. [Watch the event promo.](#)

### **September 17: Viva Calle SJ**

10 a.m.-3 p.m.

Register to participate in a group walk, run, or bike at [Viva Calle SJ](#) with SCCOE colleagues. View the promotional card and event route. SCCOE activity details and times coming soon.

### **Ask the SCCOE Help Desk**



**Q:** What is my Employee ID number and where can I get one?

**A:** This is a unique 6-digit number that is assigned by HR when you are hired. We use it instead of your SSN for security purposes. You will need to know this number for verifying your identity if contacting IT about personal info (such as logging in to ESS to retrieve your pay stub). You will also need it to register for the Vitality website. This number will appear on your first printed pay stub. You can also contact your HR representative in Employment Services.

Got a tech question? [Get an answer!](#)

### **More resources from CONCERN EAP:**

[An Anytime, Anywhere Relaxation Technique](#)  
[Resetting Your Circadian Clock](#)  
[2017 Upcoming Webinars](#)

### **SCCOE Walk-A-Thon**



October 13, 10 a.m.-noon  
Mark your calendars for the seventh annual Walk-A-Thon to support student activities for the upcoming school year. This event will take place in the SCCOE parking lot.

Spectators and sponsors are encouraged to attend to cheer on our participating SCCOE students.

## **Job Opportunities**

### **Featured Classified Job Opportunities:**

[Accountant I/II](#) - 8/17  
[Head Start Program Analyst - Restricted](#) - 8/21  
[Substitute/Relief Environmental Education Program Assistant I](#) - 8/25  
[Associate Teacher - Educare](#) - 8/21  
[2017 Classified Job Fair](#) - 9/18  
[Education Interpreter/Tutor – Deaf/Hard of Hearing \(HOH\)](#) - 9/25

### **Featured Certificated Job Opportunities:**

[Academic Technology Specialist](#) - 8/21  
[Manager Special Education Programs](#) - 8/28  
[Superintendent - Orchard School District](#) - 8/28

### **The 2017 Classified Job Fair**

September 30 from 9 a.m.–noon

Tell your friends about the [Job Fair!](#) This is an opportunity for those seeking employment with Santa Clara County schools to meet, network with, apply to and possibly interview for positions with various districts. School district administrators and representatives will come to this central location for a day of focused interaction with candidates. Walk-ins are welcome the day of the fair, however, space is limited so candidates are strongly encouraged to [register](#).

Find more open positions on [EdJoin](#).

## **Share department news and events**

Stay up to date with activities throughout the school year by 'liking' us on [Facebook](#) and following us on [LinkedIn](#) or [Twitter@SCCOE](#).



Anyone can submit a piece to News Roundup. Just draft a brief memo (100 words or less), have it approved by your branch chief, and email it to Communication/Staff Liaison [Charlotte Orr](#), or call (408) 453-6514 for questions and News Roundup event tips.

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