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Santa Clara County  
Office of Education

# News Roundup



## September 19, 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 [September 5 SCCOE Staff News Roundup](#).

### Classified Job Opportunities

[Child Care Assistant I/II](#) - 10/5

[Facility Worker I](#) 10/5

[Environmental Education](#) 10/5

[Specialist Program Assistant I](#) 10/5

[Education Assistant, Alternative](#)

### Have you heard?

**SCCOE Technology Tuneup:  
Revised Technology User Agreement Policy**

[Education](#) 10/5  
[S/R Child Care Assistant I/II – Gilroy/Hollister](#) 10/5  
[Associate Teacher - Educare](#) 9/26  
[Education Interpreter/Tutor – Deaf/Hard of Hearing \(HOH\)](#) 9/25

### **Certificated Job Opportunities**

[Speech Language Pathologist - Credential Bonus!](#) - 10/2  
[Orientation and Mobility Instructor](#) - Until filled  
[Substitute Preschool Teacher \(Head Start & State Preschool\)](#) - 9/22  
[Substitute Teacher, Alternative Education Department](#) - 9/22  
[Psychologist - Credential Bonus!](#) - 9/30  
[Coaches - Education Specialist Intern Program](#) - Until filled

Find more open positions on [EdJoin](#). For questions, please contact [Meipo Flores](#) or [Jonathan Munoz](#) within Classified Personnel Services.



### **SCCOE Calendar Events and Professional Development**

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

#### **September 21: Customer Experience Fundamentals (1 and 2)**

10 a.m. - noon  
Workforce and Organization Development will be presenting Customer Experience Fundamentals™ 1 and 2. These two sessions lay out the overall framework for the Customer Experience five-part series and help learners define their roles in creating positive customer experiences.

Customer Experience Fundamentals™ 1 explores how meeting four universal expectations



SCCOE owned technology is to be used to enhance learning and teaching as well as improve the operation of the office. Last winter, our Technology User

Agreement Policy was updated and an all staff email will be distributed at the end of September for staff to review the revised policy and sign the agreement form via DocuSign. Technology, as referred to in these guidelines, is any electronic device that is used by students or staff. The SCCOE's electronic communications network is to be used to support and enhance learning and teaching that prepares students for success. Providing access to the network is an investment in the future of both our students and staff.

The SCCOE believes that electronic communication is a tool for life-long learning and that access to the internet is one of the resources that promote educational and organizational excellence. We believe the responsible use of the internet and technology equipment will propel today's schools into the information age. These tools and resources will allow students and staff to significantly expand their knowledge by accessing information resources as well as analyzing, synthesizing, and publishing information.

Students and staff are expected to use technology in a responsible, efficient, ethical, and legal manner. The use of SCCOE technology is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding relevant board policy and the revised agreement. The purpose of the revised Technology User Agreement Policy is to provide guidance to students and staff in the use of technology in order to maximize the derived benefits, provide safety in the use of technology, and insure the security of confidential information.

#### **Teacher Recognition Celebration**

On September 14, the SCCOE celebrated our annual [Teacher Recognition Celebration](#) for all of the Teachers of the Year in Santa Clara County. Thank you to all of our SCCOE staff and volunteers who made this event a success. View photos of the event on the official [SCCOE Facebook](#) page.

#### **Upcoming Walk-A-Thon**

10 a.m. to noon  
On Friday, September 29, the SCCOE will host our annual Walk-A-Thon to benefit the [Special Education CONNECT](#) Post-Senior Program at the Ridder Park Office. We hope you can participate and support this wonderful event that brings so much joy to our very own students. Bring your walking shoes and be ready to join in during your morning break.

#### **Looking for a fun weekend activity?**

SCCOE employees have access to some great [deals and](#)

turns detractors or merely passive customers into loyal promoters of your organization.

Customer Experience Fundamentals™2 helps learners make the authentic emotional effort needed to connect with customers and reduce their own stress.

Register [online](#), or contact [Oscar Uribe](#) (408) 453-6661 or [Michael Vallez](#) at (408) 453-4260 for more information.

### **September 25: Asian American & Pacific Islander (AAPI) Educators Network Meeting**

The purpose of the AAPI is to provide professional networking opportunities for AAPI Educators, learn about trending topics related to AAPI students and educators, discuss issues and challenges related to AAPI students and educators, and encourage AAPI educators to aim for leadership roles. Registration is available [online](#), and please note that you are registering for all four meetings for 2017-18.

### **September 29: Walk-A-Thon**

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.

### **October 5: Adobe Acrobat - Creating and Using Forms**

9 a.m. - noon

One of the great features of Adobe Acrobat is the ability to convert print forms into documents that are printable and can also be completed and submitted online. In this course, you will learn how to create interactive electronic forms that your users can fill out, save, and send back; convert Word, Excel or PDF documents to PDF forms; insert check-boxes, radio buttons, & pull-down boxes; customize fields for SSN, phone, dates, and numbers; and add action buttons for saving, printing, and email. Register [online](#),

[discounts](#). From Golfland to LEGOLAND, there are lots of fun opportunities that await for you and your family. Please contact Human Resources for more information at (408) 453-6820, or visit the Employee Discounts and Deals page on the [Intranet](#).

### **Did you know SCCOE has a Cafeteria Committee?**

The SCCOE Cafeteria Committee advises the County Superintendent on how to disperse funds from the cafeteria profit-sharing budget; review cafeteria, catering, and vending operations; solicit feedback from SCCOE staff regarding the cafeteria and catering services; coordinate the annual SCCOE Holiday Luncheon; and address other cafeteria and catering related issues as they relate to SCCOE staff, students, and business. The next meeting is October 18. The committee also posts agendas and minutes on the SCCOE [Intranet](#) site. Click on "Cafeteria Committee" below the information tab on the left side once you are logged in to learn more about the committee's work including the recent installation of student artwork and potential cafeteria furniture replacement. To give input about the Ridder Park Cafeteria, please contact [Suzanne Carrig](#) at (408) 453-6869.

## Wellness and Safety

### **Earthquake protocol**

Last week, six minor earthquakes rattled the South Bay. The largest, a magnitude 3.3 earthquake, was strong enough to be felt across Santa Clara County. These small tremors were an excellent reminder that we need to [be prepared](#) in the event of any emergency. Our policy here at SCCOE is that if there is a perceptible earthquake, take cover under a table or desk, and wait until the tremors stop. Do not stand in doorways; you may not be able to brace yourself in the door during strong shaking. Once the tremors stop, evacuate the building.



times.

On October 19, at 10:19 a.m. the SCCOE will participate in the [Great ShakeOut](#). Please remember that all managers are expected to assist during both real and practice emergency evacuations, and all employees are expected to comply. Guests are to be kept with you at all

For more information regarding emergency procedures, please reference our [Emergency Preparedness Guide](#) which can be found on the Intranet.

### **Superhero in YOU!**

or contact [Delma Davis](#) for more information (408) 453-6555.

### **October 5: Bullying 101: An Overview**

9 a.m. - noon

This three-hour training will provide a thorough overview of the issue of bullying, working definitions, and student short and long term effects of bullying; including an introduction to the Olweus Bullying Prevention Program. Training will identify resources and additional training opportunities to implement bullying prevention efforts fully within your school community. Register [online](#), or contact [Regina Finuliar](#) for more information (408) 453-6504.

### **October 9: Word - Mail Merge**

The goal of this class is to become proficient with the Merge feature in Microsoft Word, learn how to insert data into a Word document and producing customized documents. Register [online](#), or contact [Delma Davis](#) for questions (408) 453-6555.

### **October 12: Improving Presentation Skills**

1 p.m.-3 p.m.

Do you want to learn how to improve your presentation skills? Register today, or contact [Oscar Uribe](#) for more information (408) 453-6661.



### **Q: Can I access my work files from home or off-site?**

A: If necessary, Tech services can offer you a method to connect to your work files when you are not on our network. This is done through a Virtual Private Network or VPN connection.

We are currently using the Global Protect VPN Client.

### **Here's how that works:**

1. You need to be connected to the internet, but NOT on a SCCOE network.

Thank you to all of the SCCOE staff and volunteers who participated in our Superhero in YOU employee wellness event on September 16. Thanks to the generosity of our sponsors, Concern EAP, Employee Benefits Services, and Provident Credit Union, we were able to accommodate our biggest turnout yet, including:

**-405 participants**

**-305 health screenings**

**-225 flu shots**

We hope everyone had a wonderful time at the event. Please note that if you participated in health screenings, flu shots, fitness tests, fitness classes, and wellness talks the SCCOE will submit your participation to Vitality. More onsite screenings will be offered in February 2018. We will announce the dates and details in January. Vitality Points for your event participation will be entered by September 25.

If you need help submitting your blood pressure/BMI results, please contact [Tricia Zamora](#) at (408) 453-3616.

### **The new Vitality program year is here**

**A healthier tomorrow starts today! Here is what you can do to start off the new program year right:**

1. Log into Vitality or on the Vitality Today app from a mobile device.
2. Complete the Vitality Health Review (VHR)\*
3. Complete a Vitality Check (Health Screening)\* at an SCCOE coordinated health screening event or with your own health care provider
4. Use the Vitality personal pathway tool to set goals based on your health results.

### **New to Vitality?**

Click the Register link to open an account. Use your legal first and last name as it appears on your pay stub. Questions? Email [Tricia Zamora](#) or call (408) 453-3616.

### **Group Exercise**

Comfort Zone - Circuit Training Class meets Monday and Wednesday at noon in the Ridder Park Fitness Center. Turned off by treadmills, boot camps and the "no pain, no gain" mentality? Learn to increase your activity level at a comfortable yet courageous pace.

**2016-17 Gym Rebates:** Apply for your gym rebate by September 30. Log in to Vitality and navigate to REWARDS>Wellness Rebates>to Apply Online for the Gym Rebate.

### **Concern: EAP**

We've all felt the sting of a careless word or the wound of a hurtful action. Sometimes it can be hard to move past the pain and resentment. Learn how to forgive and let go with the [September 2017 Healthy and Resilient You Newsletter](#).

2. Then you would start up the VPN client we give you and login with your Email credentials.

3. Voilà – you have a secure connection to your home directory and shared folders – the same as if you were at work!

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

Immigrant families face uncertainty regarding DACA. Learn more about DACA and answers to complex questions in this [special edition of LifeAdviser](#).

## 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](#).



### SHARE YOUR NEWS

Tell us what's happening or send us your pictures or videos.

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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