The Leader in You

A proven strategy for motivating and engaging employees is to help them see how their work is related to the mission of the organization. Understanding how we contribute and make a difference gives each of us a sense of meaning and creates an environment in which we are more enthusiastic to learn and try new things.

Great Employees Want to Learn. Great Managers Know How to Teach.
As workers get more used to a fluid workplace, where longevity in one firm isn’t the goal and developing a portfolio of skills is more important, managers who can offer learning opportunities will be in high demand.

The 4 Things Followers Need (Part 3)–Stability
Building a sense of stability is an incredibly important aspect of leadership. When asked about how leaders contribute stability to their lives, followers frequently use words like “security,” “strength,” “support” and “peace.”

6 Tips to be a Better Manager in the Most Common Situations You’ll Face
Whether you’re a new manager or hate delivering negative feedback, these tips are for the situations managers most frequently encounter.

Meet the October Employee of the Month, Summer Reeves!
Summer Reeves is the newly appointed Public Information Supervisor for the Media & Communications Department.
She began her journey at SCCOE as the Communications/Staff Liaison and has worked her way up in just two and a half years.

An average for Summer begins with checking her nearly 150 daily new emails first thing in the morning. She is constantly coordinating work with other departments, community partners, and media outlets.

She compares her job to the man in the circus spinning plates because she is always balancing multiple projects at the same time – all while having a great time doing it! Her passion radiates when she talks about the work she does here at the SCCOE.

Summer comes to the county office with a background in theater arts, marketing, communication, education, and finance. All skills which have transferred perfectly into her current role. Her goal is to tell the story of SCCOE, and let our community know the great things that are going on every day inside the Ridder Park building and at our school sites around the county.

Read more about Summer in the Intranet.

Do you know someone who has outstanding on-the-job skills? Why not nominate them for Employee of the Month?

**School Safety Month**

Did you know that as SCCOE employees, each one of us is designated as a disaster service worker in the event of an emergency? Throughout October, we will share tips, tricks, and resources to ensure safety. An effective plan in place at home ensures your family knows what to do in an emergency, and alleviates while fulfilling our primary duties of looking after the students we serve during a time of crisis.

Here are some great resources you can share with your students and family, check out these kid friendly resources and make a plan.
**Week 1 (October 1-5): Emergency Preparedness**

**Wear Your Badge**
We have over 1,700 employees at SCCOE, do you recognize all of us? One of the best ways that we can keep our organization safe is by wearing our badges at all times. Print the attached sign and hang it near every entryway. Encourage your co-workers to wear their badge at all times.

**Emergency Preparedness**
Are you ready for a chemical attack, a hostage situation, or an active shooter scenario? SCCOE has an easy to use Emergency Preparedness Guide to help in these potentially life-threatening situations. Know where the emergency guide is in your department, and review it, this simple action can save a life.

If you do not have an Emergency Preparedness Guide for your team, order one through the Print Shop at (408) 453-6705.

**Emergency Notification System**
SCCOE has an SMS service in place to ensure all employees can be contacted via text in the event of an emergency. If you have not added your cell phone to the database via the Intranet, we encourage you to sign-up.

**Week 2 (October 8-12): Fire Safety**

**Fire Prevention**
Fire needs three components to exist: heat, oxygen, and fuel. A small flame can turn into a major fire in less than 30 seconds.

There are 3 essential steps to preventing potential fires:

**LOOK:** Identify possible hazards and deal with them.

**LISTEN:** Listen for the smoke alarm. When the smoke alarm sounds, react immediately. Know your escape route and get outside. Always take the stairs – never take the elevator in the event of a fire.
LEARN: Ensure escape routes are free of blockages and always have a back up route.

Fire Safety in the Workplace
Make sure you know where to go in an emergency. If you aren’t sure, speak to the emergency attendance taker for your group and review the emergency clipboard and exit routes. Familiarize yourself with emergency procedures, by always participating in fire drills at work. Follow the appropriate instructions and pay attention. Take a look at the SCCOE Emergency Preparedness Plan to learn more.

Tips to keep your workplace safe:
- Don’t put items like popcorn in the microwave and walk away!
- Know where fire extinguishers are and know how to use them! Contact Risk Management for additional assistance.
- Report any electrical hazards promptly and appropriately.
- Use extension cords for temporary wiring only.
- Prepare for emergencies - know how to report an emergency and know what not to do.
- Keep your desk and floor free of waste paper and dust.

Fire Safety at Home
Preparation and prevention are key to keeping your family and home safe from a fire. Develop a plan, and practice the plan at least twice per year, especially if you have children.

During a fire, get low and go! Crawl on the ground below the smoke to the nearest exit.

Two-thirds of all fire deaths happen in homes with no working fire alarm. Working smoke alarms can increase your chance of survival by up to 50%! Install smoke alarms on every level of your house, inside bedrooms and outside sleeping areas. Be sure to test your smoke alarms every month and change the batteries every year.

Check your home for fire hazards periodically using this Home First Safety Inspection checklist to avoid common mistakes. PG&E also provides free safety inspections on a number of home appliances. Parents, spend time talking to your children about what to do if a fire starts and how to safely handle fire.

Fire Safety at School
Is your school site prepared in case of a fire? School safety starts with leadership. Prepare a school safety plan and train staff on what to do in the event of a fire. To be sure your students are safe and know the protocols, perform fire drills throughout the year to prepare students to respond should disaster strike.

Wildfire Safety
Dry conditions in the United States have increased the number of wildfires occurring yearly in California. When a wildfire occurs, the smoke creates a number of hazards in surrounding areas.
Older adults, those with heart or lung diseases, and young children are most affected by smoke inhalation from wildfire smoke. Best practices for preventing harm caused by smoke inhalation include checking the air report on AirNow.gov and keeping indoor air clean by keeping doors and windows shut. Check out ways to reduce indoor smoke exposure during times when air is polluted by wildfire smoke.

Register to Vote

September 25 was Voter Registration Day!

How can you celebrate? Register to vote, of course! Registration is easy, you can register online, at the Department of Motor Vehicles, or pick up a paper registration form at the Registrar of Voters' Office, U.S. Post Offices, Public Libraries, the Department of Motor Vehicles, and other government offices.

The decisions made in government affect every one of us every single day. In the 2016 elections, there were 60 million unregistered voters – or one in four eligible voters in the country. The election is coming up quickly this November. Make sure your voice is heard and register to vote today!

Volunteers Needed for Teacher Recognition

Do you want to help celebrate the best teachers in Santa Clara County? The Media & Communications staff needs volunteers for this year's Teacher Recognition Celebration. The event will be held on the evening of October 22 at the Campbell Heritage Theatre. Food will be provided! If you are interested in volunteering for the event, please contact Mariaisabel Balandra.

Welcome to a New Vitality Program Year!

Get started, stay motivated and earn rewards for engaging in Vitality and your well-being.
1. Log on to Vitality or the Vitality today app.
2. Earn 750 Vitality Points when you complete the Vitality Health Review (VHR) by Nov. 30. The VHR is required to earn the $200 FSA reward.
3. Boost the body and brain benefits when you link Apple Health or Google Fit to Vitality Today app to track steps and mindfulness activities.
4. Create your Pathway: Navigate to the POINTS > POINTS PLANNER to learn the many ways to engage in Vitality.

New to Vitality? Log on at Vitality and click Register Now! to open your account.

Forgot your log in? Click "I forgot my username" or "I forgot my password" to retrieve and reset your login information.

**Happy Trails Workout Challenge!**

*Stay true to your fitness goals this fall as you contribute to our SCCOE wide workout goal.*

This is NOT a team challenge but rather a chance for individuals to focus on individual goals while SCCOE participants collectively work to complete an average of 25 workouts during the challenge.

Benefits: Exercise boosts energy, confidence, and a sense of calm

Points: Participants earn 350 bonus points when we collectively achieve our SCCOE group goal. Additional bonus points awarded for individual effort.

Questions? Contact Tricia Zamora or call (408) 453-3616.

**Inclusioneers Unite!**

Join us on October 24-26 at the SCCOE for the 5th Annual Inclusion Collaborative State Conference!

The Inclusion Collaborative Conference is an interactive and reflective educational opportunity to understand and learn evidenced based practices for individuals involved in the care and education of children from birth to 12th grade with and without disabilities to create or enhance equity and inclusive practices in their respective programs and communities in which they live.

Visit the conference website to register or learn more.
For a list of all job postings, visit EdJoin.

- **Adapted Physical Education Specialist**
- **Itinerant Audiologist**
- **Principal - Special Education**
- **Psychologist - Credential Bonus!**
- **Resource Specialist**
- **Speech Language Pathologist - Credential Bonus!**
- **Substitute Camera Operator**
- **Substitute Food Service Assistant - Gilroy/Hollister**
- **Substitute Preschool TA**
- **Substitute Preschool TA - Gilroy/Hollister**
- **Substitute Teacher, Alternative Education**
- **Substitute Teacher, Special Education Department**
- **Teacher - Deaf and Hard of Hearing - Credential Bonus!**
- **Teacher of Students with Orthopedic Impairments - Credential Bonus!**
- **Teacher of Students with Severe Disabilities - Special Education - Credential Bonus!**
- **Teacher of Students with Visual Impairments - Credential Bonus!**
- **Teacher, ROP Construction Technology.**
- **Teacher - Special Day Class**
- **Teacher - State Preschool**

**Discount Tickets Available - 49ers Tickets and More!**

Come out to Levi's Stadium and enjoy an afternoon watching the San Francisco 49ers. Bring your friends and family and have a great day at Levi's Stadium!

**Sunday, December 16th**
San Francisco 49ers vs. Seattle Seahawks
1:05 PM p.m.
https://groupmatics.events/event/Santaclara6

**Other Discounts and Deals**
The Bay Area appreciates your service. Check out the fantastic benefits you get as a member of #TeamSCCOE. Please stop by Human Resources or contact them at (408) 453-6820 for more information on how to receive discount offers from the Santa Cruz Beach Boardwalk, California Academy of Sciences, Golfland, Golden State Warriors Games, Legoland, Universal Studios Hollywood, and much more! Current year tickets are now available for local amusement parks. For even more employee discounts, visit Tickets at Work.

**Share Your Story**

Is your team or department working on an interesting project or offering a service that you want the community to know about? Submit a project request to Media & Communications for a social
media post or campaign! We want to share the story of SCCOE with our audience, and that includes sharing what we all do every day.

**Got News?**

Anyone can submit a piece to News Roundup.

Draft a brief memo (100 words or less), have it approved by your branch chief, and email it to communications@sccoe.org or call (408) 453-6513 for questions and News Roundup event tips.