Meet the November Employee of the Month, Mayra Ayala!

Top Five Strengths: Consistency | Harmony | Deliberative | Developer | Restorative

Mayra Ayala was a former student from the Migrant Education Program when she began working at the SCCOE as a substitute admin for the Migrant Education Program 18 years ago. “I felt like giving back a little bit with all the help we received from that program,” she states.

Eventually, Mayra would become a permanent employee, working in Education Services and now taking on the role of Administrative Assistant IV for LCAP Advisory Services and Differentiated Assistance.

“Our department has grown from three full-time employees to twelve in the past year. Mayra has been instrumental in making sure that this rapid expansion has been as smooth and productive as possible for all involved. She has been particularly supportive of our new administrative assistants. It has been my pleasure to witness her teaching skills as she has an innate understanding of how much to teach at once and a calm, kind way of going about it,” stated Dan Mason, her nominator.

“Mayra is extremely organized and knowledgeable about the inner workings of the county office. When assigned tasks, she jumps into action and completes them in record time. She has a great rapport with her colleagues internally but also is frequently in communication with school district support staff. She represents our department so well. Mayra monitors budgets and executes transfers and reimbursements with such competency and efficiency. She is a quiet leader who does not seek out recognition but is well-deserving of it,” says Chris Izor, her supervisor.

More

Mayra will be honored at the Santa Clara County Board of Education meeting on Wednesday, November 6.

Do you know someone who helps make your day a little easier? Thank them in a big way and nominate that person for Employee of the Month. It’s easy - press the button below!
This year, each Leader In You will feature a talent theme or theme combination. Increasing awareness of each talent’s unique power and edge helps us appreciate our own contributions and the power of strengths-based partnerships and teams.

Strengths Spotlight: Strategic (Strategic Thinking)

People with strong Strategic talents have the ability to sort through the clutter and find the best route. This is not a skill that can be taught. It is a distinct way of thinking - a special perspective on the world at large. This outlook allows them to see patterns where others simply see complexity. Mindful of these patterns, they are able to envision alternative scenarios, always asking, "What if this happened?" This recurring question helps them see, plan, and prepare for future situations. They see a way when others assume there is no way. Armed with this strategy, they strike forward.

Its power and edge: People with strong Strategic talents bring creative anticipation, imagination, and persistence to the groups and projects they work on. They can quickly weigh alternative paths and determine the one that will work best and most efficiently. They find the best route moving forward.

If Strategic is a dominant theme for you, ask, "What if?" then select and strike.

Have you heard?

Human Resources is collecting excess Halloween candy from November 1 to 6. All candy collected will be donated to Operation Gratitude, what a sweet way to thank our troops serving overseas! For more information, contact Demerris Brooks.

COEAA 5th Annual Chili Cook-Off is Friday, November 15, is your chili cook-off ready? Bring your chili to SCCOE by 11 a.m and help raise funds to support the COEAA Every Student Succeeding Scholarship. Can’t cook? You can still make a difference, join us when the event opens at high noon, tastings are FREE, or buy a bowl and make a donation to the Every Student Succeeding Scholarship. For more information, contact Karen Larson.

The SCCOE Human Resources department is holding its Annual Toiletry Charity Drive. The department is collecting shampoo, conditioner, soap, toothpaste, toothbrushes, mouthwash, tissues, combs, feminine products, deodorant, and more. The items are assembled into kits and
distributed to charities that provide shelter and aid to people of all ages. Please bring or send in any unused, travel-sized toiletries to Ridder Park to assist those in need.

**Compliance Corner**

The new Employee Compliance Handbook was distributed electronically in September to all permanent and substitute employees. This handbook applies to all employees of the SCCOE and serves as a reference tool, highlighting our continuous improvement efforts and outlines important employee benefits, programs, and services.

Thank you to those that have completed the form. If you have not completed the form, please review and complete the user agreement form as soon as possible. The link is below. You will need your employee ID number to complete this form, which can be found on your paystub or the SCCOE intranet Employee Self Service (ESS) page.

https://forms.sccoe.org/Forms/EmployeeComplianceHandbook

If you have any questions, please contact the Human Resources Department at (408) 453-6820 or send an email to hr_recep@sccoe.org.

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**Walk n Connect: Saturday, November 9 at 8:30 a.m., Harvey Bear Park**

Walk-n-Connect empowers us to connect with others and bring more energy into everyday life through walking. Connect with your well-being, others, and nature. All fitness levels welcome. Earn 250 per walk. Sign up to be included on this walk or future walks. For more information, email Tricia Zamora or call (408) 705-3332, if you plan to join. Carpool options from Ridder Park will be available that morning.

This week we will meet at the San Martin entrance:

**Bear Ranch** - from U.S. Highway 101 in San Martin, take the San Martin Ave exit. Proceed east on San Martin Ave for 2 miles. The entrance to the park is on the left, 0.25 mile east of Foothill Avenue.

A few minutes can change your whole day!

Headspace now offers free access to all K-12 teachers, school administrators and supporting staff. Earn Vitality Points when you link Headspace to your Vitality Today app.

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**Silicon Valley Turkey Trot is November 28**

Help #TeamSCCOE get the most participation in the Fittest Firm competition! Be one of 100 staff to get a $10 discount, register today. Email verification of the registration to Tricia Zamora and get an SCCOE team shirt to wear to the event.

SCCOE has partnered with other community sponsors on this fun and meaningful event. Your registration fee for the 5K or 10K run/walk will feed, house, and care for members of our community who are in desperate need of assistance this holiday season.

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**New Wellness Reward Option**

Starting 2020, in addition to earning Vitality bucks, SCCOE will offer a $200 Wellness incentive towards a flexible spending account (FSA) or a $200 gift card on the Vitality Mall. All members are encouraged to choose their preferred $200 reward by January 31, 2020.
Toastmasters International - Classy Toasters

Discover your voice!

Active SCCOE members, as well as non-SCCOE members, are invited to explore your potential and build your speaking skills, as Sandro Brenciaglia has in this #MyWhy video. Learn about the congenial club environment as well as tuition reimbursement for permanent SCCOE staff.

Open to all levels; Classy Toasters can help you communicate more effectively and develop better facilitation skills through their Toastmasters pathways program!

Ready to learn what Toastmasters is all about? Contact Nan Harn for more information or to RSVP as a guest for an upcoming meeting.

Discounts and Deals - 49ers, Sharks Tickets and More!

Legion Employee Rewards has partnered with TONS of local businesses to offer EXCLUSIVE discounts to all employees, friends and family on travel, family fun, entertainment, bay cruises, restaurants, golf, hotels and MORE! Please view the full catalog HERE and place your order by Tuesday, November 12. Contact esther@legion-inc.com with questions.

Come out and enjoy an afternoon at Levi's Stadium while supporting the San Francisco 49ers, bring your friends and family and have a great day!

Saturday, December 21 at 1:05 p.m.
San Francisco 49ers vs. Los Angeles Rams

Purchase tickets at http://offer.fevo.com/santa-clara-county-office-of-education-6918c05

Come out and enjoy an evening at the SAP Center while supporting the San Jose Sharks, bring your friends and family and have a great evening!

Sunday, March 8, 2020 at 7 p.m.
San Jose Sharks vs. Colorado Avalanche

Purchase tickets at www.SharksGroups.Com/SantaClara

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.

Tell your friends, now is the time to join #TeamSCCOE

For a list of all job postings, visit EdJoin.

Certificated Positions
- Director III - Creative Impact
- Assistant Superintendent - Early Learning Services Division
- Behavioral Support - School Psychologist/Therapist
- Itinerant Audiologist
- Psychologist
- Speech Language Pathologist

Classified Positions
Buyer, Senior
Family Advocate - Restricted (Bilingual Spanish Required)
Substitute/Relief Office Worker I
Technology Support Specialist
Manager - Security, Network & Systems Engineering
S/R Child Development Specialist
Substitute/Relief Family and Provider Specialist
Substitute/ Relief Home Visiting Specialist

Online Transfer Request
The transfer request process for classified employees is available online. Should you have any questions about the transfer process, please contact Marisa Perry within Classified Personnel Services.

Want to share departmental events or news?
Is your team or department working on an interesting project or offering a service that you want to share? 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.

Draft a brief memo (100 words or less), have it approved by your division chief, and complete a project request no later than the Thursday before the issue date or call (408) 453-6824 for questions and News Roundup event tips.