The Leader in You

Our ingrained leadership qualities are found in our top five talents, and we refine our leadership practice by working to turn our talents into strengths. If we regularly evaluate opportunities and challenges through a strengths lens, we improve our self-awareness, self-regulation, and self-expression. These attributes of emotional intelligence are necessary to build and lead strong teams, a positive work environment, and a results-driven culture.

The 6 Fundamental Skills Every Leader Should Practice They're basic but take a lifetime to master.

The Rewarding Work of Turning Talents Into Strengths When people supplement their talents with knowledge and skill to the point that they can provide consistent, near-perfect performance in a given activity, they have a strength.

How to Have A Good Day at Work Everyone wants to be happier at work. But how do we get there?

Register for "Groove is in the Heart" the new SCCOE Heart-Health Campaign

- Open your heart to feeling hip and being far out in 2019.
- Sign-up for a complimentary Vitality Check (health screening) conducted by SISC.
- Learn your health numbers and enjoy relevant resources.
- Deee-lite in one or more follow up activities to support your health goals.
Participants have an opportunity to earn gift card prizes and thousands of Vitality Points!

For information email Tricia Zamora or call (408) 493-3616.

Save the Date
Lam Research Heart and Soles Walk/Run is on March 23. As part of our commitment to a healthy community, SCCOE has partnered the Silicon Valley Leadership Group on the 6th Annual Lam Research Heart and Soles Run. All proceeds from the race support health and wellness program for local students including the SCCOE's Safe and Healthy Schools projects.

Help SCCOE win the Heart and Soles corporate challenge for the most participation! Register today and join Team SCCOE. The first 100 SCCOE staff to register will enjoy $10 off the registration, use coupon code: SCCOE19. Email your proof of registration to Tricia Zamora to get an SCCOE Team Shirt. Register soon as prices generally increase in December. *Shirts issued to registered staff who don’t have the SCCOE shirt yet.

Train for the Heart and Soles!
Would you like to trail for the Heart and Soles 5 or 8K together (or virtually)? Contact Tricia Zamora if you are interested in a couch to 5K training program in January.

Butte County Schools Fire Relief Fund
Our hearts are with the entire community of Paradise and surrounding areas affected by the Camp Fire. SCCOE staff asked how we can help those affected by the Camp Fire this holiday season.

Consider sending an encouraging note to those 5000+ students and 500+ educators who lost their home and/or are displaced. All notes will be posted on the Butte Schools wall to share with the community and online. Note cards are available at the Ridder Park front reception desk, Human Resources, and the cafeteria. Contact Lisa Ketchum at (408) 453-6574 if you’d like some ponied to your site.

Please also consider donations to buy gas cards, gift cards, and bus passes. Tax-deductible donations to the Butte County Schools Fire Relief Fund are specifically for educational purposes for schools, students, and staff.

Forward all encouraging cards, gift cards and donations to Lisa Ketchum in Human Resources, MC 264. We’ll send everything directly to Butte County Office of Education for distribution to the schools.

All the support, kindness, and help is truly appreciated.

Budget wisely
Just a reminder, all salaried employees will receive their December paycheck on Friday, December 21. Please keep in mind that the next end-of-month paycheck will be issued on Thursday, January 31, 2019. Please budget accordingly.

Distribution of 2018 W-2s
SCCOE will process the 2018 W-2 Wage and Tax Statement in January. It will be mailed to your address on file no later than January 31, 2019.
Here are a few steps to ensure you receive an accurate W-2.

• Verify your name on your check stub matches your name on your issued social security card.
• If your legal name has recently changed, SCCOE will use your old name until you have obtained a new social security card. You may contact Social Security Administration at (800) 772-1213 or www.ssa.gov for Form SS-5, Application for a Social Security Card.
• Once you receive a new social security card, notify Human Resources.
• Have you recently moved or are you moving soon? You can change your address and make sure your paychecks and W-2 are sent to the right location by submitting an address change to Human Resources no later than January 07, 2019.

*Internal Payroll Services will be closed on Monday, December 24 and Monday, December 31.*

**Have you heard?**

**SCCOE Day at Levi's Stadium** Come out to Levi's Stadium at 1:05 p.m. on Sunday, December 16 and enjoy an afternoon watching the San Francisco 49ers vs. Seattle Seahawks.

The **Ridder Park Cafeteria** will close at 1 p.m. on Friday, December 21. They will re-open on Wednesday, January 2, 2019.

The Human Resources Department is coordinating a **Discount Event** in the Ridder Park cafeteria for employees on Friday, December 7. If you cannot attend the event, you may send your orders direct to **Legion Employee Rewards**.

Staff can view the catalog as well as pre-order more than 100 exclusive discounted activity packages for family fun, resorts, spas, golf, entertainment, and more.

**STEP 1:** Review catalog attached
**STEP 2:** Select your favorite discount packages
**STEP 3:** Fill out all the information required
**STEP 4:** Email your order form to Esther@legion-inc.com
**STEP 5:** Pick up anytime during the event & enjoy your savings packages!

For information contact Veronica Artiaga.

**'Tis the season for giving**

**The Annual SCCOE Toy Drive returns**
Please bring NEW toys, clothing, educational items, and gift certificates to the Guadalupe Room from 9 a.m. to noon (early drop-off preferred!) on Wednesday, December 5; donors will be given raffle tickets in exchange for donations. All items will directly benefit students, ages infant to 18, in our Migrant Education, Foster & Homeless Youth Services, and Head Start programs. For questions or more information, contact Dan Mason.

**Winter Clothing Drive**
The Migrant Education Department at SCCOE would like to invite you to join our Warm Winter Clothing Drive. Donate clean, new or slightly used outerwear that will keep someone warm: coats, sweaters, jackets, and sweatshirts. Blankets, hats, beanies, earmuffs, mittens, and scarves are also much appreciated. Your donation will benefit migrant families. We hope to provide each of our Out of School Youth (14 to 21-year-old migrant workers) and migrant families with a warm coat and accessories. Please bring your deliveries to any Migrant Education staff member by December 17.

**Job Opportunities**
For a list of all job postings, visit EdJoin.
Classified Positions
Inclusion Support Specialist
Language Translator - English/Spanish
School Site Technology Support Specialist

Certificated Positions
Adapted Physical Education Specialist
Itinerant Audiologist
Psychologist
Speech Language Pathologist
Substitute Teacher - Alternative Education
Substitute Teacher - Head Start/State Preschool
Substitute Teacher - Special Education
Teacher - ROP Construction Technology
Teacher - Deaf and Hard of Hearing
Teacher - Early Childhood Special Education
Teacher - Severe Disabilities
Teacher - Visual Impairments

Professional Development opportunities
The Educational Technology Services Team at the SCCOE offers both Micro-Courses and Online Academies, designed for SCCOE staff. Semester units for online coursework are available through the University of the Pacific. For more information, please visit our Professional Learning Pathways site for more details.

Share Your Story
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.

Got News?
Anyone can submit a piece to News Roundup.

Draft a brief memo (100 words or less), have it approved by your division chief, and email it to communications or call (408) 453-6514 for questions and News Roundup event tips.