



***CAEOP***

Established 1950

[www.caeop.org](http://www.caeop.org)

California Association of Educational Office Professionals

Additional contact information can be found on our website:  
<http://www.caeop.org/eboard.htm>

Revised June 2008

# **California Association of Educational Office Professionals**



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***Membership is an Investment  
in Professional and  
Personal Growth***

## Mission Statement

The California Association of Educational Office Professionals is a nonprofit organization that focuses on providing professional growth training programs for non-certificated office personnel, and encourages its members to grow professionally to better understand their role in serving public and private educational institutions.

## Philosophy

- We believe that the educational office professional has unidentified potential to be developed to assist administration in its many responsibilities.
- We believe CAEOP can be of value by continuing its programs of professional growth for the individual, professional standards, and in-service education.
- We believe CAEOP's value can be extended by providing opportunities for administrators to explore, with the educational office professional, methods to provide in-district programs to develop the potential of the educational office professional for tomorrow's needs.

## Purpose and Aim

- To promote professional interest in educational classified positions in the office of the educational institutions and allied groups within the state of California.
- To provide opportunities for individual training and advancement within the school systems of the state of California.
- To provide a clearinghouse for administrators and employees for ideas and methods which will result in finer and more efficient services to the schools and the community.

## Membership Application

Name \_\_\_\_\_

Address \_\_\_\_\_

District of Employment \_\_\_\_\_

County \_\_\_\_\_

School or Department \_\_\_\_\_

Position \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_

Name of Local Affiliate \_\_\_\_\_

Membership Dues (Yearly)

New \_\_\_\_\_ \$40.00      Gift \_\_\_\_\_ \$40.00

Renewal \_\_\_\_\_ \$40.00      Retired \_\_\_\_\_ \$20.00

Associate \_\_\_\_\_ \$50.00      Institutional \_\_\_\_\_ \$50.00

Other Memberships : Local \_\_\_\_\_

County \_\_\_\_\_

NAEOP \_\_\_\_\_

Mailing instructions and contact information can be found on our website:

<http://www.caeop.org/eboard.htm>

## Important Events

### Annual Conference

The CAEOP Annual Conference, held during the first week of March, provides three action-packed and exciting days of professional growth.

### District Conference/Professional Growth Days

District conference/professional growth days are held throughout the state. Announcements of locations and dates will be published in CALLIE or you may contact your district director for additional information. You may always check the website [www.caeop.org](http://www.caeop.org) for upcoming events.

### National Association of Educational Office Professionals (NAEOP) Annual Meetings and Institutes

Held the last week in July.

### CAEOP is . . .

- Proud to be the only non-negotiating state association for ALL office professionals in education.
- Committed to professionalism.
- Affiliated with the National Association of Educational Office Professionals (NAEOP).
- Recognized by the American Association of School Administrators (AASA), Association of California Community College Administrators (ACCCA), Association of California School Administrators (ACSA), California Association of School Business Officials (CASBO), California School Boards Association (CSBA), and the National School Public Relations Association (NSPRA).

### CAEOP provides . . .

- Opportunities to acquire leadership skills working with highly motivated educational office professionals—role models and mentors.
- Networking opportunities for interrelating with others who have common interests and concerns while gaining stature through the pursuit of professionalism.
- A District Director in each area (Southern, Central, and Northern) to assist members and affiliate associations.
- An Affiliates Council.

### CAEOP offers . . .

- A Professional Incentive Program (PIP) to assist members in their quest for personal and professional development and is endorsed by the Chancellor, California Community Colleges; ADSA; CASBE; and CSBA.
- The opportunity to acquire leadership skills while working with highly motivated educational office personnel—role models and mentors.

## CAEOP provides in-service . . .

### In-Service education

- Speaker—for a meeting of less than two hours
- District conference—all day sessions, covering more than one topic
- Seminar—general session presented by two or three members of the in-service team
- Workshop— an effective training session from two to four hours

### Programs include:

- Building a Positive Work Environment
- Conflict Resolution/Management of Differences
- Team Building
- Enhancing Your Professional Image
- Creativity and Innovation in the Workplace
- Time Management
- Goal Setting

If Districts have a particular subject they would like addressed, we will be happy to work with you to design a workshop to meet your needs.

**CAEOP supports** the Professional Standards Program (PSP) for academic and professional growth.

**CAEOP publishes** the CALLIE, the official newsletter for CAEOP.

### CAEOP awards . . .

- re-entry scholarships for educational office professionals.
- scholarships for high school seniors and college students who are seeking careers in the business field.

## Skill

The educational office professional performs duties accurately and expeditiously, presenting an image of quality and skill.

The educational office professional appreciates that education, in any form,. Is a personal growth experience and welcomes the opportunities for extension of knowledge and improvement of performance.

The educational office professional practices the qualities which promote good human relations and good public relations.

## Diversity Statement

Membership will provide opportunities to all without regard to sex; race; color; ancestry; religious creed; national origin; disability (mental and physical), including HIV and AIDS; medical condition; age; sexual orientation; or marital status.

**CAEOP's goal** is to continue to provide in-service education programs which will improve the professionalism, performance, and adaptability for change of the educational office professional in an administrative support role.

### **Service**

The educational office professional takes pride in the profession and strives for excellence in service to education and to the community, endeavoring always to be a credit to our profession.

The educational office professional values and maintains membership in local, state, and national professional associations and participates in their activities, thereby enhancing the status of all educational office professionals.

### **Integrity**

The educational office professional is courteous, sensitive, and professional in all contacts with staff members, student, and members of the community.

The educational office professional respects the necessity for confidentiality of information; integrity in handling of school business; tact and compassion in personal relationships; loyalty to the educational institution; and pride and respect for oneself.

The educational office professional recognizes and performs all the duties of citizenship giving loyalty to the educational system, the state and the nation.

**CAEOP** promotes recognition of the unique roles of educational office professionals and the important contributions they make to education.

### **CAEOP offers membership . . .**

All dues are paid on an annual basis.

**Individual**—for any individual within any of the following categories:

- **Active**—for persons engaged in clerical, secretarial, accounting, or other types of office work in educational institutions, systems or organizations concerned with education in the state of California.
- **Retired**—for any educational office employee who has been a member of the Association, upon retirement of said member.
- **Associate**—for active members of the Association who are no longer engaged in educational work, yet desire to keep in touch with a the Association; and educational office professionals in other states who would otherwise be eligible for active membership.
- **Life**—may be bestowed upon members in recognition of dedicated and exceptional service to the Association.
- **Honorary**—conferred on nonmembers for outstanding service to the Association.

**Affiliate**—for any formally organized city, local, or county association of education office professional, providing the president of such association maintains an active membership in CAEOP.

**Institutional**—available to schools, school districts, and county offices. An opportunity to endorse and support professionalism for their staff members.

## History

### 1950

The California Association of Educational Office Employees became an official professional association by filing bylaws with the State Superintendent of Education.

### April 14, 1971

Articles of Incorporation filed with the Secretary of State.

### January 6, 1975

Senate Bill 160 (Collective Bargaining) introduced, providing that elementary and secondary levels in the public school system, including higher education, will have the right to form, join and participate in the activities of employee organizations for the purpose of representation on all matters of employer-employee relations.

### February 15, 1976

CAEOE Executive Board held a special meeting at the Disneyland Hotel (site of the 1976 Annual Conference) for the purpose of discussing the future role of the association regarding professional negotiations.

It was determined at this Annual Conference Business Meeting that CAEOE would remain a Professional Association in no way become a negotiator on behalf of an Affiliate.

### November 22, 1977

Patterson & Taggart, legal counsel and specialist for the majority of school districts in California, confirmed that the "California Association of Educational Office Employees is a professional organization such as ACSA (Association of California School Administrators) and ACCCA (Association of California Community College Administrators)."

### July 1988

At its annual business meeting, CAEOE members elected to change the organization name to the California Association of Educational Office Professionals. The new association name is effective March 1, 1988.

### March 7, 1987

CAEOP hosted the 1988 NAEOP national conference in San Francisco.

### March 2000

The 50th Golden Anniversary was held in San Jose.

CAEOP continues as the only professional association open for membership to the educational office personnel in the state of California providing personal and professional growth through various programs.