



# California Association of Educational Office Professionals

## 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** C.A.E.O.P. can be of value by continuing its programs of professional growth for the individual, professional standards, and in-service education.
- ◆ **We believe** C.A.E.O.P.'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.

## 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.

## 2003-2004 CAEOP Staff Development Programs and Executive Board Meetings ...

**May 17-18, 2003** – C.A.E.O.P. Executive Board Planning Session and Meeting, Burlingame

**July 14-18, 2003**—National Association of Educational Office Professionals Annual Conference, Boise, Idaho

**October, 17-18 2003** — Central District Mini Conference and Executive Board Meeting (Location to be announced)

**January 30-31, 2004**—Northern District Mini Conference and Executive Board Meeting, Sacramento

**March 4-7, 2004** — C.A.E.O.P. Annual State Conference, Marriott Hotel, Ontario, CA

**July 19-23, 2004**—National Association of Educational Office Professionals Annual Conference, Boston, MA

## 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 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 educational office professionals, providing the president of such association maintains an active membership in C.A.E.O.P.

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

### **CAEOP publishes ...**

CALLIE, the official newsletter.

### **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.
- ◆ California Educational Administrator of the Year.
- ◆ California Educational Office Professional of the Year.
- ◆ Community Service Award.

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

- ◆ A Professional Incentive Program (PIP) to assist members in their quest for personal and professional development.
- ◆ The opportunity to acquire leadership skills while working with highly motivated educational office personnel — role models and mentors.

### **CAEOP promotes ...**

A student poster contest. The theme for the poster contest is *"WHAT I LIKE BEST ABOUT MY SCHOOL."* State level winners receive cash prizes in K-1, 2-4, 5-6 grade categories. Cash prizes are awarded in each category.

### **CAEOP communicates ...**

Visit our website at **caeop.org**

*Established in 1950*

### **2003-2004 EXECUTIVE BOARD**

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Kern High School District (Bakersfield)

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La Mesa/Spring Valley School District (La Mesa)

Meeting Travel Planner: Joann Stooksberry  
Fremont Unified School District (Fremont)

Executive Consultant On-Call: Connie Wilson

2004 Conference Co-Chairs:  
Effie Green, Pasadena Unified School District; and,  
Darrin Reed, Laguna Beach Unified School District

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*Make a Difference  
in 2003-2004 with CAEOP*