

The Voice

South Carolina Association of Educational Office Professionals, Inc.

MESSAGE FROM PRESIDENT TIDWELL

Greetings SCAEOP,

I hope that this message finds each of you well. It has been a pleasure to serve this organization over the past few months and serving in this capacity has definitely been a learning experience. Over these past few months, our organization has gained several new members which is awesome. I ask that you continue to share the organization and its benefits with your colleagues so that we can continue to increase our membership.

As the end of the 2021-2022 school year rapidly approaches, I ask that each of you continue to make each day better than the day before although some of you may be burned out due to taking on extra responsibilities because of staff shortages, illness, etc. At the end of the day, just EXHALE and SMILE because you have made a difference. My prayer is that GOD keeps you and replenish your vessels daily so that you can continue to do what he has called you to do.

Also, there will be some professional development opportunities coming your way soon including the annual NAEOP Conference which will be held July 17-20, 2022 in Salt Lake City, Utah. Lastly, I am here to serve you so please do not hesitate to reach out to me if you should need anything.

Kimmetta Tidwell, CEOE
2022-2023 President
“Live. Learn. Lead”

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WWW.SCAEOP.ORG

Inside This Issue

- [Upcoming Events](#)
- [Affiliate Spotlight](#)
- [Member Spotlight](#)
- [New Members & New PSP Recipients](#)
- [Professional Article on Virtual Etiquette](#)
- [NAEOP Conference details](#)
- [Newsletter Committee Contact Info & Social Media Links](#)

Mission Statement

Our mission is to raise the standards of educational office professionals through education, recognition and networking.

Community Service Project

Ronald McDonald House



Where do you turn when your child is born with a serious illness or has been involved in an accident and must be hospitalized? We are fortunate to have an organization such as the **Ronald McDonald House Charities** to help during a time of need. The RMH offers housing and food for families during the hospital stay of their child. In *keeping families close*, our organization can support their endeavors to make the families a little more comfortable.



Generate donations

Shop at smile.amazon.com and we'll donate 0.5% of eligible purchases to your favorite charitable organization—no fees, no extra cost.

Donate products to charity

RMHC has created a [wish list](#) of items they need right now. Simply browse, order, and enjoy giving.

When large amounts of aluminum pop tabs are collected at the House, they take them to a recycling center. According to the price of aluminum, the recycling center gives them a check. This check goes back into the House for general operating expenses keeping the doors open to continue to serve families. [Watch this video](#) for more information.



If you prefer to make a donation by mail, please complete the form below and send to the following address:

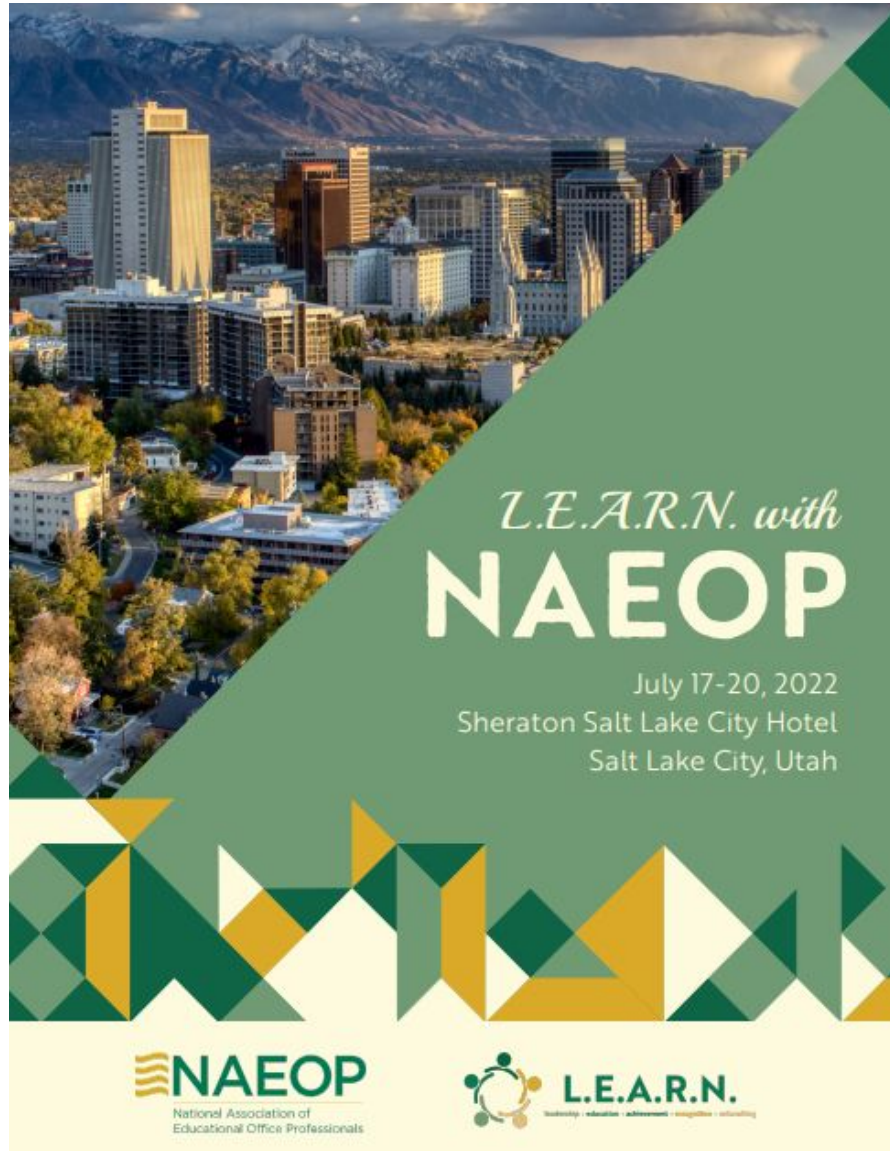
Ronald McDonald House Charities Columbia, SC
2901 Colonial Drive
Columbia, SC 29203

Please click the button above to take you to the secure online form.

[DONATION FORM](#)

NAEOP Conference

July 17-20, 2022
Salt Lake City, UT



Conference Registration Packet

At A Glance Schedule

REGISTRATION

You must register by **June 15, 2022**, to be listed in the annual report.

After June 15, please bring the registration form with you for onsite processing.

Onsite registration will be accepted on a space available basis. Meal tickets, however, may not be available onsite.

HOTEL INFORMATION

Sheraton Hotel
150 W 500 S
Salt Lake City, UT 84101
Phone: (801) 401-2000

ROOM DETAILS

The NAEOP Conference room rate is \$139.00/night and must be reserved by June 15, 2022.

Reserve your room at [HERE](#)

National Association of Educational Office Professionals
521 First Street, PO Box 10
Milford, NE 68405
Phone: 316-942-4822 | Email: staff@naeop.org
<https://naeop.org/>

Affiliate Spotlight

Beaufort County AEOP

Beaufort County Association Educational Office Professionals (BCAEOP), has been an affiliate of SCAEOP since 2015. Past presidents include Annette Chaplin and Roberta Smalls.

The current acting president is Ruth James, CEOE. With 10 members BCAEOP is in the process of rebuilding and growing their local association, as well as preparing for the installation of President-Elect Ruth James, CEOE.

Big things are happening in Beaufort and Beaufort County AEOP wants to be in the forefront.



Member Spotlight

Alicia Mercer, CEOE - Georgetown County



I work for Georgetown County School District, in Georgetown South Carolina. I am the Administrative Assistant/ Medical Leave Specialist for Human Resources/ADEPT. My career in education began in 1998. I attended my first SCAEOP conference in 1999. Following that inspiring conference, I was motivated to organize a local organization here in Georgetown County. With encouragement/support from the SCAEOP leadership and Georgetown County School District Administration, our association (GCAEOP) was established.

I have been a member of SCAEOP for 23 years. I have met many new people through SCAEOP who I now consider friends. These relationships are priceless. I enjoy camping, knitting, bible study, and reading. My all-time favorite author is Francine Rivers and her book titled Redeeming Love is currently my favorite. I enjoy traveling by cruise ship to warm tropical places.

I have been married for 42 years. My husband and I have three daughters and six grandchildren. This may surprise you: I raise chickens and currently have 11 hens that are very spoiled. They live in a nicely painted coop, with curtains at their window, wind chimes by the door, and a fan to keep them cool in the summer. Taking care of them is a lot of work, but very entertaining in a simple kind of way. Just like many of you, I treasure the time I get to spend with my children and grandchildren. Receiving all the hugs, and hearing them call me Nana, is the absolute best thing and the highlight of my days.

SCAEOP has afforded me many opportunities to grow professionally. The wide-range of professional growth opportunities ensure that everyone can find their place to connect, network, and learn new and interesting things that enable us to be the best in service to others. I am truly amazed and in awe of the professionalism and knowledge that is always modeled at meetings, conferences, and even over the phone. The encouragement, support, and leadership definitely shines a positive perspective on the importance of our contribution as office professionals to our districts, administrators, and students.

Being connected matters. Work family matters. Relationships matter. Stay connected.

Together we are making a difference through SCAEOP!

Alicia Mercer, CEOE

Georgetown County School District

Affiliate Renewals

LaToya Felder, CEOE - Affiliations Committee Chair

The SCAEOP affiliation membership year is May 1 to April 30. Affiliation applications and dues should be submitted beginning **May 1**. **Renewal applications must be postmarked or emailed by September 15, in order for the affiliate to be eligible for awards and scholarships.**

Affiliation Dues are TWENTY DOLLARS (\$20.00) plus TEN cents (\$.10) per local association member. This amount is computed on your association's total membership, not just those who are both local affiliate and SCAEOP members.

When submitting your affiliation renewal packet, please ensure that the following documents/information are enclosed in the packet:

1. [Application for Affiliation Renewal](#)
2. A copy of the affiliate's Bylaws
3. Check made out to "SCAEOP" to cover dues (\$20.00 plus \$.10/member)
4. Paying online select the Affiliation Annual Dues \$20.00, select the .10 cents per Members Count \$0.10 and select the Credit/Debit Card Convenience Fee \$5.00 which is located at the bottom of the [Affiliate page](#) on SCAEOP website.

If you pay your dues online, you will need to send a copy of your application and bylaws to LaToya Felder, CEOE at cfelder@dd4.k12.sc.us.

Affiliation renewals will be approved when all of the above materials have been submitted.

Upon approval, each affiliate will receive notification that their renewal has been received, processed, and approved for active status for the 22-23 year.

Please visit the SCAEOP website (www.scaeop.org) and click on the "Membership" tab, followed by the "Affiliates" option, to access and retrieve a "SCAEOP Application for Affiliation".

If you have any questions, please do not hesitate to contact LaToya Felder, CEOE at cfelder@dd4.k12.sc.us

A Message from Dr. Jason R. Bryant

Marlboro County School District's Associate Superintendent

Spring is in the air, and our school year is ending soon. We have enjoyed much success, and we have faced many challenges with resilience and courage. I am so proud of the work of our education office professionals in meeting the needs of all stakeholders. As we move into the end of another school year, I am confident that all members of SCAEOP will promote lofty standards, build unity, encourage each other, and continue to provide essential support and critical leadership for our communities. Thank you for all your help as we finish strong and prepare for an even brighter future.

Check out these SCAEOP Webpage features

- Check out our [Professional Growth Events](#) Tab often for PD opportunities
- New [Professional Tips](#) are posted here each week
- Member Directory with emails and birthdates can be found [here](#)

Upcoming Events

| May 14 | July 17-20 |
|---------------------------------|--|
| Board Retreat and Board Meeting | NAEOP Conference in Salt Lake City, UT |

Inspiration Corner

Submitted by: Tina Gilliard-Rice, CEOE
SCAEOP Inspirational Leader

“To laugh often and love much;
to win the respect of intelligent people and the affection of children;
to earn the appreciation of honest critics and endure the betrayal of false friends;
to appreciate beauty and find the best in others;
to leave the world a bit better, whether by a healthy child, a garden patch or a redeemed social condition;
to know even one life has breathed easier because you have lived.
This is to have succeeded.”

~Ralph Waldo Emerson

PSP Renewals

| | | |
|------------------|----------|--------------|
| April Turner | Richland | Advanced III |
| Jennifer Hedrick | Richland | Advanced III |

Interested in learning more about the Professional Standards Program? Contact Us!
Clarice S. McKnight, CEOE ~ Chairperson cmcknight@gcsd.k12.sc.us
Claudia Cohen, CEOE ~ Committee Member ccohen@gcsd.k12.sc.us
Sherilynn Williams, CEOE ~ Committee Member shcwilliams@gcsd.k12.sc.us

Ways & Means ITEM of the MONTH

| | |
|-------------------------|---------------------------|
| Fleece Vest (\$20) | Women’s Polo Shirt (\$20) |
| Men’s Polo Shirt (\$20) | Rain Jacket (\$15) |

SCAEOP.ORG/SCAEOP-STORE-FRONT

Welcome New Members

Fredrica Canty (Richland 2)
Andrena McFadden (Richland 2)
Whitney Rowe (Anderson)
Liz Stuckey (Anderson)
Michelle Vickery (Anderson 1)

Current Membership = 466

Did You Know?

Anyone is invited to attend SCAEOP board meetings? Due to social distancing, we cannot have in person guests right now; however, you are welcome to view the meeting. To receive viewing info, please sign up [HERE](#)

5 Tips for Landing Your Dream Job

Maybe you just finished college and are looking to start your career. Maybe you've had a job for a while and you're looking to move up and accept more responsibility. Or maybe you're looking to find a new career entirely, one better-suited to your goals and ambitions. But where to start? This isn't a movie where you trip and accidentally end up the CEO of a major corporation (...probably).

Your dream job likely isn't going to come right away. You'll have to put in work. You'll have to be patient. You might even need to take a different job to pay the bills while you prepare for your dream job. But if you're anything like me, you're eager for your dream to come true so you can get started!

So let us be your Fairy God-Blog and point you in the right direction!

Dreams That Come True Start With the "What"

I knew I wanted to be a writer since before I could read. Others figure out their dreams along the way. Some might not have a specific job in mind, but they just know they want to work with animals in some capacity. Make a list of things you'd love to do every day in your job and another of things you really can't see yourself enjoying. Will you end up with a job that's a dream come true and hits every point on these lists on the first try? Probably not. But knowing what you want and where your priorities will give you a starting point. Search for jobs that align with your goal. Do you want to help people? Are you looking for something that your skills will shine in? What credentials do I need to do this job? Once you find the name and requirements of this job, you can start working towards it.

Dreams Come True with a Road Map

Now you know where you're starting and where you're hoping to go. But there's going to be a lot of stops in between.

Break the journey down into bite-size pieces to make it easier to visualize. Not only will this help keep your morale up as you work towards your goal, you'll also be able to know where you're headed next and what you need. Remember, this path will very rarely be linear with one path leading you there. If you stray off the planned path, DON'T PANIC! Have contingencies ready. Dreams come true every day, don't let one misstep become a nightmare.

Career Specific Resumes and Cover Letters are a Dream Come True!

You could have had five jobs or fifty jobs. But most employers only want to see experience that aligns with the job they're hiring for. Create a resume and cover letter that lists and highlights your accomplishments and experience in jobs that prepared you for your dream job. If you're looking to break in wherever you can, have a few resumes and cover letters prepared for different experiences so you're not starting from scratch every time.

You Gotta Work for It

Don't just leave your dreams in the hands of fate! Put in the work! Continue to learn, stay active, stay positive, and put in the time! Remember that your dream job will still be there as you work to earn it. Don't rush or skip steps just to get there! You'll be thankful for every experience!

Beware Tunnel Vision

Of course you should work towards your goal with a head of steam and few distractions. But remember to take care of yourself. Take a break every once in a while, be mindful of burnout, and spend time with friends. Don't burn bridges or sacrifice happiness just to get where you're trying to go. You'll be a lot more content if you save time for fun along the way.

Article Link:

<https://www.asaporg.com/5-tips-for-landing-your-dream-job>

Additional Resources

STRESS VS. BURNOUT

✓ Characterized by over-engagement

✓ Results in a loss of energy

✓ Primarily takes a physical toll



Characterized by disengagement ✓

Results in a loss of motivation ✓

Primarily takes an emotional toll ✓

Burnout is the accumulation of unchecked stress over long periods. You can have stress without burnout, but you cannot have burnout without stress



National Association of Educational Office Professionals

<https://www.naeop.org/>



AMERICAN SOCIETY OF ADMINISTRATIVE PROFESSIONALS

<https://www.asaporg.com/training-resources>

Hard Skills

Teachable abilities or skill sets that are easy to quantify.

你好吗?

Proficiency in a foreign language



A degree or certificate



Typing speed



Machine operation



Computer programming

vs.

Soft Skills

Also known as "people skills" or "interpersonal skills."



Communication



Flexibility



Leadership



Teamwork



Time Management



the balance



<https://officedynamics.com/webinars/>



Office cheat sheets

<https://support.microsoft.com/en-us/office/office-cheat-sheets-61abfe7b-1c43-483c-b82b-3806d80e027e>

What Exactly Are Soft Skills?

Soft skills are personal attributes needed for success on the job.



Time Management



Networking



Teamwork



Creative Thinking



Conflict Resolution



Google Workspace Learning Center

https://support.google.com/a/users/answer/10197229?visit_id=637879552851734641-3525007923&hl=en&rd=1

Newsletter Committee

It takes all of us to make The Voice newsletter a success. Please do not hesitate to submit articles, events, photos, and just plain old good news.

We appreciate the support you give us and love to hear about ways we can improve. The Voice is published six times a year (June, August, October, December, February, and April). Contributing materials are welcome and should be sent to the editor via email: smclean@gcsd.k12.sc.us, drobinson@gcsd.k12.sc.us, or shakinna.murray@beaufort.k12.sc.us

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials for the next issue is the 21st of July.

SCAEOP is affiliated with NAEOP - National Association of Educational Office Professionals.

Your 2022-2023 Newsletter Staff

Sharon McLean, CEOE - Editor
Delroy Robinson - Contributing Staff
Shakinna Murray - Contributing Staff



Sharon McLean, CEOE

District: Georgetown
Position: Secretary/PowerSchool Admin

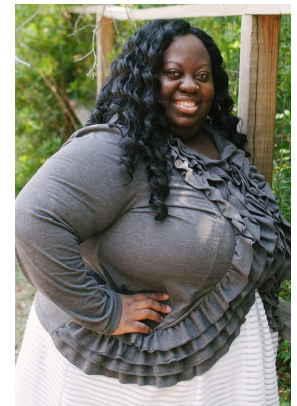
Fun Fact: I love to read, building things out of LEGO, bowling, and spending time with my family.



Delroy Robinson

District: Georgetown
Position: Student Placement Specialist

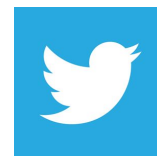
Fun Fact: I love to sing and spend time with my family. Unknown fact: I played the trombone for 9 years.



Shakinna Murray

District: Beaufort
Position: Student Services Administrative Assistant for Special Education

Fun Fact: I love arts and crafts, being creative, smiling, laughing, ministering/encouraging others.



Connect with us on social media!