

Professional Standards Program

This class will begin with a PowerPoint explaining what PSP is all about. Then we will help you organize what you have, see what you still need and give you guidance on how to complete your PSP certificate. Everyone will complete this journey differently. Some of you will arrive at this class with everything, and many will take months to complete the process. No one says getting a PSP certificate is easy, but when you do get it, it feels great!

Prior to coming to this class –Confirm you have worked in the education field at least 4 years, or worked in an office environment outside of education. (2 years outside of the school environment count as one year working in a school.)

What to Bring

1. Contact your local AEOP and bring proof of membership and any positions you might have served in. (for all years letterhead or membership cards)
2. Proof of your Union Membership NEA, WEA and local if this applies to you. If you are not a union member bring proof of PTA membership, and or PTA positions you might have held. (Letterhead or membership cards)
3. Every attendee should order transcripts from a college, community college, or night school classes they have ever taken. One sealed copy and one open copy.
4. If your district or school provides a print out of classes you have taken, bring this document and well as all certificates or forms or letters you have verifying that you have attended.
5. Bring all documentation of any class you have ever taken back to 1983. This could be a CPR class, computer class, photography, anything that you can bring with proof or verification that you took the class and how many hours the class was worth. Conferences are another great way to collect hours.

(WEALA?, ESP, WAEOP, NAEOP, WASBO to name a few.)

6. Bring with you post it notes, highlighter, transcripts, verification letters, and every document you can find relating to classes you have taken back to 1983.

Presenters Vivian Belcher & Sue Daley

Vivian Belcher, CEOE: Seattle AEOP President, WAEOP Area 8 Director, WAEOP PSP Co-Chair, Administrative Secretary at Catharine Blaine K-8 School

I have worked at Catharine Blaine School the past 11 years. In May of 2010 I received my 6th PSP certificate and my CEOE. Mother of 3 children now in college and on their own I know and understand the struggles of working, raising a family and trying to grow with professional development. Participating in PSP is very rewarding as you know the commitment and hard work that it took to complete each PSP certificate. I am proud to be the State Co-Chair for PSP as each member who earns a PSP has taken a journey and seen success. WAEOP completes that journey with a PSP ceremony so all WAEOP members can honor you and your accomplishment.

Sue Daley, CEOE: SAEOP Board member for the past 5 years, including 2 years as treasurer, Seattle AEOP PSP Co-Chair, WAEOP PSP Co-Chair, National AEOP PSP committee member
Sue has worked for the Seattle School District since 1999 at Greenwood Elementary as the Administrative Assistant. Having earned a Bachelor's Degree many years earlier, she was looking for a way to continue as a lifelong learner in the field of school administration. Sue enrolled in a Professional Standards Program workshop sponsored by the Seattle Association of Office Professionals. She immediately knew this was the program for her. It recognized her education, encouraged continued professional development, and offered the opportunity to network and grow personally through involvement in the AEOP organization. When not involved in school related activities, Sue tries to keep up with her 3 grown sons (her baby is a freshman at WSU), a very funny (and fun) husband, and lots of hobbies, including scrapbooking, gardening and...her personal favorite.....travel!!!

Capturing Light-A Study in Digital Photography

Have you ever wondered about the different features on your camera? Most people buy a camera and look at the manual just about long enough to figure out how to turn it on. Soon they start complaining that their old camera took better pictures. If you would like to understand your camera better and take great pictures every time, this is the class for you.

Bring your camera and have fun learning fundamental photography techniques you can use for great school newsletters and capturing family memories.

We will cover how to control lighting, depth of field, composition, macro shots, focusing options, storing your digital photos and much more!

Time and weather permitting we will venture outside to put your new photography skills to work! Please include your email address in registration. I will contact you with some pre-class materials and reminders.

Presenter: Robin Mallory, CEOE:

Robin has worked for Seattle Public Schools for more than 18 years. As a school secretary, Robin raised her two daughters – enjoying summers off. When she realized that her children were grown and one was already a teacher, she took a job with Seattle Schools “TechLine”, a team of four that supports the districts 8,000+ employees with their computer issues.

Robin is in her 4th year as Treasurer of WAEOP and has also served as Area Director and Affiliates Chair in the past. In 2011, Robin was honored with the Paula Thomas Distinguish Service Award for her dedication and service to WAEOP.

Along with capturing light, Robin also enjoys quilting, hiking, kayaking, computers and helping others.

REGISTRATION-DUE 02/04/12

Name _____
District _____
Address _____
City, Zip _____
Phone _____
Email _____

Sessions/Cost:

- ___ Full Day – WAEOP member \$35
___ Half Day – WAEOP member \$20
 AM (PSP) PM (Photography)
___ Full Day – non-member \$55
___ Half Day – non-member \$40
 AM (PSP) PM (Photography)

Want to join WAEOP? The membership form is available at www.waeop.org; please complete and return it with the registration form and payment.

Enclose this form with a check, money order or purchase order made payable to WAEOP and send to:

Misty Woodrum, CEOE
WAEOP Area 10 Director
707 Harmony Drive
Longview, WA 98632

Saturday, February 11, 2012

- 8:15-8:30 a.m. Registration
8:30 – 12:30 p.m. AM Session-PSP
12:30-1:30 p.m. Lunch on your own
1:30-5 p.m. PM Session-Photography
5-5:15 p.m. Closing

Registration at the door on a space available basis.

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Washington
Association of
Educational
Office
Professionals

Professional Standards Program & Digital Photography



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8:15 a.m. – 5:15 p.m.
(Lunch on your own)

Longview School District No. 122
Harding Building
2742 Harding Street
Longview, WA 98632