



Santa Clara County  Office of Education

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My CFL Journey

Project - SCCOE Internal Resource Site - SIRS

Champions for Leadership

June 7, 2016

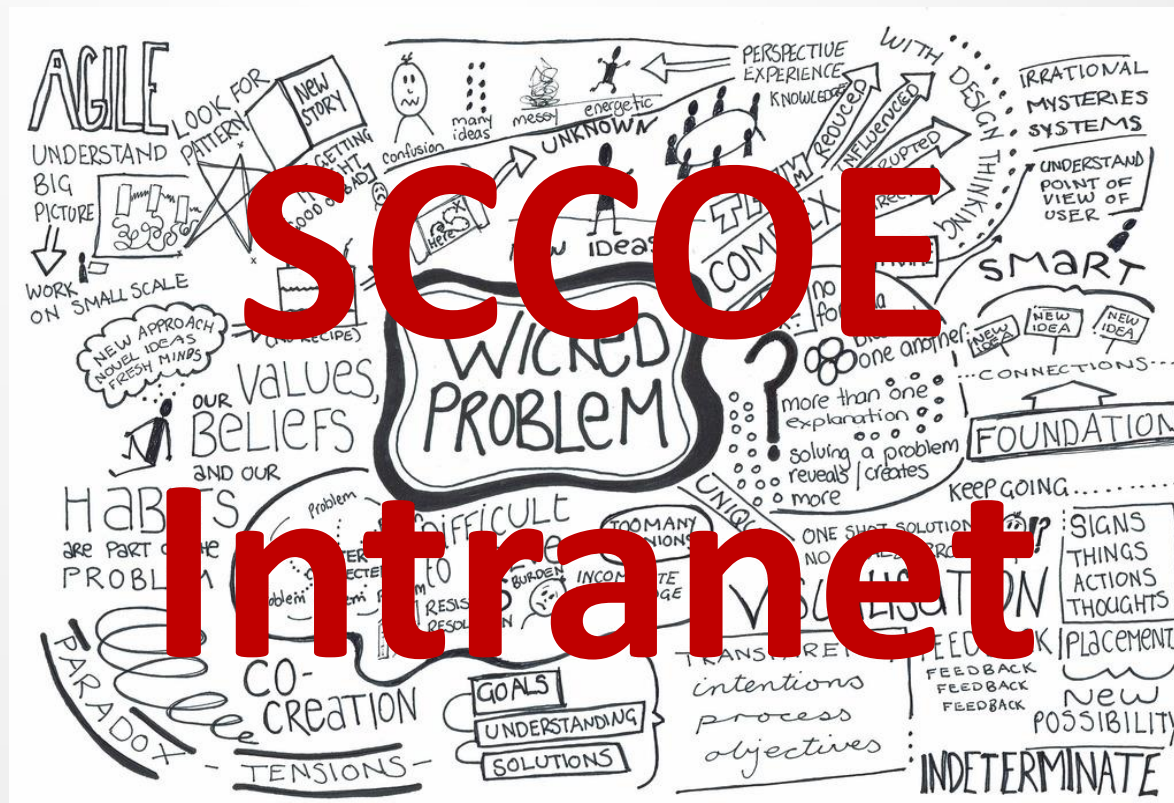
Professional Development Goals

- To better understand the role of Curriculum & Instruction/Multilingual Education Services countywide, statewide, nationally
- To interact more with other departments
- To take more initiative and develop my leadership skills
- To explore optional career paths



Project

Where can SCCOE Goals meet innovation?



Project Goals

- Needs Assessment of SCCOE Intranet for an innovative redesign
 - Improve organizational effectiveness and efficiency
 - Improve interactions between departments through updated, enhanced end user resources
 - Increase ease of use of intranet



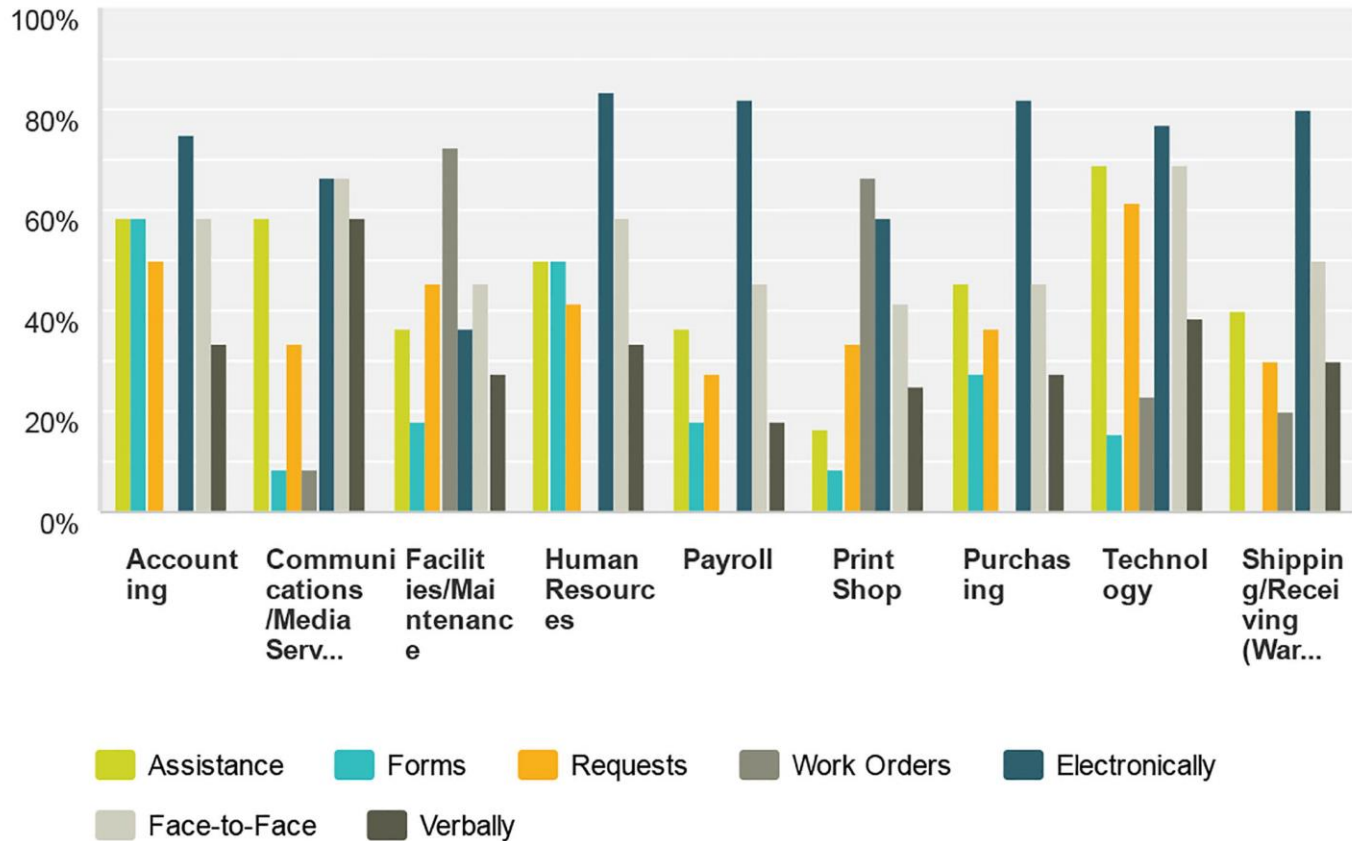
Accomplishments/Successes

- Designed a survey to gather data on SCCOE intranet
 - SCCOE Internal Resource Site (SIRS) Survey
 - Collected and analyzed data to assess how intranet resources might be redesigned/improved to increase effectiveness and efficiency
- Provided contributions to departmental projects
- Increased my interdepartmental interactions



Survey Results – Q3

Departmental Interactions



Examples

The screenshot shows a web browser window displaying the Santa Clara County Office of Education Intranet. The page features a dark blue header with the logo and navigation links. A red sidebar on the left contains navigation categories like 'WELCOME, KEYSHA', 'I NEED', 'LEADERSHIP', and 'INFORMATION'. The main content area is titled 'RESOURCES LIBRARY' and includes a text introduction and a table of document links.

WELCOME, KEYSHA
- Change my password
- Log out

Absence Administration

I NEED
Absence Request
Employee Self Service
Mileage reimbursement
Work order
Warehouse catalog
Print order
Conference room
Forms & templates
SubFinder
Media & Communications –
Project Request

LEADERSHIP
Leadership Team
Superintendent's Advisory
Council (SAC)
Leadership Team Who's
Who
Prevention of workplace
harassment training

INFORMATION
Cafeteria Committee

RESOURCES LIBRARY

There are 67 document(s) available from the library. Click on a link to open the document inside your browser. You can also right click a link and then select "Save As..." option to save it to your computer.

Document Name	Date posted	By:	Format
SCCOE to Redwood MS Map 3/3/16	5/27/2016	Rebecca Mendiola	PDF
Managing Holiday Stress	12/11/2012	Rachel Zlotziver	PDF
Spring Art Faire	5/1/2012	Andrea Woodhouse	PDF
School Nurses Day	4/30/2012	Andrea Woodhouse	PDF
California Day of the Teacher	4/30/2012	Andrea Woodhouse	PDF
Administrative Professionals Day	4/16/2012	Andrea Woodhouse	PDF
Email signature guidelines & templates	3/20/2012	Andrea Woodhouse	PDF
McKinley State Preschool	3/16/2012	Andrea Woodhouse	PDF



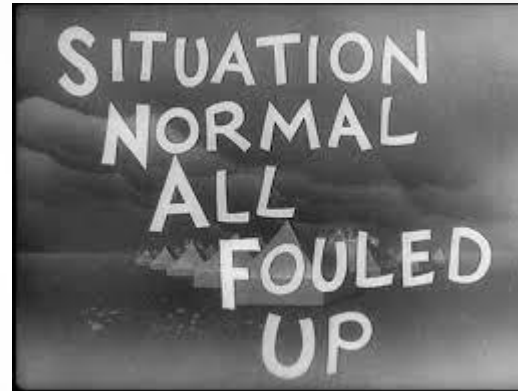
Personal Key Learnings

- A deeper understanding of myself, my strengths and abilities while being able to recognize and acknowledge the same in others (Myers-Briggs)
- The career opportunities available at the SCCOE
- Stepping outside my comfort zone



Project Key Learnings

- A better understanding of how departments interact with each other



- Time Management
- There are always bumps in the road, but keep going
- Establish a workable plan



