



## Nifty Networking Notes

These are notes from the Nifty Networking session at the 2018 UAEOP Conference.

### 1. What do you love most about your job, how did you get involved in education?

Kids, working with students, wanted to make an impact, people, just needed a job, recruited, same schedule as kids, husband works for district, kids, variety, challenge, knowledge of the school, We love the people we work with, Working with kids, We love to help people. We got involved in education because no day is the same – lots of variety. Diversity, opportunity, consistency, family dynamics, Working with kids, every day is different, needed a job, hours worked with family, work environment, kids, co-workers, boss, we have fun, love working with children, I went to college to be a teacher, rewarding, convenient work hours, family of educators, love kids, variety of people and tasks, be on the same schedule as kids, teacher first – then stayed home – now back, got involved by accident, advocacy for kids, love the people, summers off, extra money, working with kids – a life time dream, The love of kids and job. Community, the people, troubleshooting, helping people, helping kids, People, kids, family business, foot in the door.

### 2. What changes have you or others made at work that have made a positive difference?

High Tech, having a receptionist, became a “family”-getting to know your coworkers, team building, finding positive things to share, asking for ID, created a standard operating procedures for my job, just being positive, listening to and validating other, streamlining processes, training people to be better at their jobs. Finding more efficient ways to do things. Accommodating work spaces, candy and mints, poster of expectations, teaching students life skills, keeping in contact with employees, communication and working as a team, networking with secretaries, creating a manual for payroll, smile when people come in, be kind and ask how they are doing, first responders, make a positive difference, potlucks to get to know co-workers as people, BYOW-Bring your own wallet luncheons, to be positive to customer, don’t let things get to you. Better collaboration, automating the application process, bringing experience from previous positions, bringing things up to date technology wise, finances with credit cards, friendly face when kids come in, accessibility, new administrators with fresh ideas makes things positive, enjoying each other, camaraderie, friendship, promoted and pushed moving toward electronic forms, cross-training, written processes, pop can fridge!, declutter work space, training, organization procedures.

### 3. What is a challenge you have at your job that this group of awesome support professionals might help you with?

Security, set an alarm on phone, using a small water bottle and getting up more to refill, How to get things done in small chunks of time trying to be efficient, creating file folders items, Constant interruptions, How to deal with extra chatting coworkers, new and fresh ideas, Communication with all the administrators – we can gain ideas on how to do this from each other. Outside support and friendships, don’t feel threatened, becoming more positive, creating a happy environment, trainings, follow through, reading emails, correspondence, be patient with others we all have limitations, financial budgets, not taking things personally, lack of training, lack of opportunities, managing time with workload and interruptions, teacher shortage challenging, networking, networking with other schools, need help with inventory, need help with website, Guardianship when parents aren’t in the state or responsible adults, teachers understanding rules with public funds, Excel computer skills, general office duties, principals come and go, remember you are here for the kids, embrace change.

### 4. What could UAEOP do to help you in your job, network with others, or future professional development? What can YOU do for the association?

I want to be a part of UAEOP, provide networking ops and training, sharing something new you learned, chat blog, UAEOP website, find counterpart and see how they do things, used UAEOP to get PSP, coming to the conference is a great way to network and help each other, We can help UAEOP by telling people how awesome it is and getting others to join. Provides growth opportunities, volunteer for committees, more professional development, maintaining connections, comment on Facebook page, networking with others in the same job, possibly someone from another department to brainstorm with about their connections, mentoring others, keep providing conferences, the drawings, great friendship, meals, offer personal and

professional growth opportunities, visit different districts in the state, membership dues help support UAEOP's efforts, we are all new, would like longer in-depth trainings, keep doing what you are doing, Great job! Be on the Board, continue with the conferences and workshops, dressing appropriately, today's classes, elimination of paper, learning better procedures, job opportunities, support.

### 5. What inspires you to attend conference?

Life Long Learning – People, networking new ideas, principal's support, it is always fun to learn new things, network, and meet new people. Some got paid to come. We can earn hours towards PSP. PD hours and recertification, become better at my job, having coworkers encourage me to come, learn and grow, get out of comfort zone, meet people and expand network, motivational speakers, connecting with co-workers out of work setting, quality time with co-workers, District support and learning opportunities, want to grow and network, people, classes, credit, workshops PSP credit, meeting new people, spending time with co-workers, director suggested it, education, PSP credit.

### 6. What Websites do you use for your specific job?

School Specialty Websites, Lakeshore, Google, Lynda.com, You-Tube, Google docs, Blackboard, Aspire, Unis, AESOP Solutions, Outlook, UAEOP, District, vendors, travel, Blue Bear Finance, Discovery, Alio, Fund Accounting, CACTUS, UCA, USBE, USIIS, Facebook, Twitter, OneNote, Kev, state CTE, Office 365, Dropbox, Data Gateway, QSS, MoveIT, Skyward, Powerschool, Teacher-Teacher.com, Utah.gov.

### 7. What is one positive thing you can do to improve your work environment?

Keep smiling, smile listening, friendliness, having lunch together, be flexible and don't be easily offended. Positive attitude, like what you are doing. Not swear so much, try to curb negativity, and don't be too hard on yourself, Positivity, Communication, Be positive, have pride in what you do, find the better situation in everything, Positive attitude, Positive attitude, wish keynote speaker was even longer, organization, positive, plants, positive attitude, always be kind, good attitude, positive feedback, holiday brightening, food, team building.

### 8. What is your best work-tip for getting-along at work?

Stay positive, Keep quiet, smile, be happy, helpful, keep your mouth shut, do not take on their emotion, appropriate boundaries, TEAM effort, keep a sense of humor, don't gossip, be friends, laugh, not engage in gossip, cover and hold secretaries meetings, support, Take 5 minutes to talk to and LISTEN to co-workers, kill them with kindness, smile, remember everyone is going through something, listen, If you can't say anything nice, don't say anything at all, positive attitude, respect of confidential, recognize differences, positivity, Going out of your way to serve others and especially those that are hard to get along with. Be a good listener. Never be above or below, listening without judging, 90% not about you, say please, positive affirmations.

### 9. Share one work best practice.

Organization, prioritize, smile be happy, do the hardest job first, just showing up, Follow policies and procedures, Gather all information before registration. Have accountability and follow-through. Document-document-document. Prioritize, Proficient, Multi-tasker, time management, flexibility, manual budget bible, work procedures, greet everyone, prioritize, organization and communication, document everything, do the worse job 1<sup>st</sup>- and get it over with, Listen, stay organized, keep a journal for your job, be on time, be a good example, documentation, document interactions – especially confrontations, notes to yourself, planners.

### 10. What is the strangest or funniest experience you have had on the job?

Mirror on the wall, kids making out at school, stranger was eating Cool Whip out of the employee refrigerator. The water cooler was leaking so we created a make shift irrigation system to have the water trickle out safely until it could be repaired. We "McGyvered it.". Peacock in the building. Wrong numbers. Students crawling out the window. Extremely tall admins and a much shorter one. Where do we begin! Every day is a different day! Creepy helicopter parents! Gas pins that were interpreted as an alien coming out! Halloween dress up. A parent came into the school in a bikini. People applying for a job without a phone number or an email address. A child got checked out of school because the cows got out. Mascot, goth.