

Riverside County Association of Educational Office Professionals



Your Key to Success
Established in 1954

WHAT WE OFFER

Want to learn more about us?

www.rcaeop.org

- ✚ RCAEOP is a non-profit, **non-negotiating** organization that provides:
 - Professional development workshops for nominal fees
 - Administrator and Office Professional of the Year Awards
 - Annual Bosses' Night Out Dinner and Awards Ceremony
 - Award the Riverside County Association of Educational Office Professionals' Florence Pentony Scholarship and Re-entry Scholarship.
 - Opportunities for philanthropic endeavors:
 - Ramona Animal Shelter
 - Coats for Causes
 - Operation School Bell
- ✚ Membership fees are \$15 per year with professional development workshops costing approximately \$20 per person which includes dinner. All workshops are held after regular work hours throughout the county.
- ✚ Some districts pay for their employees' annual membership as well as their workshop and conference fees. Please consider joining other district's across Riverside County who support their classified employees' involvement in RCAEOP!

ENDORSED BY

Dr. Jonathan L. Greenberg, Superintendent
Perris Union High School District

Dr. Barry L. Kayrell, Superintendent
Hemet Unified School District

Diane Perez, Superintendent
San Jacinto Unified School District

LEADERSHIP

- ✚ 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.



*"Growing Together
Through Education"*

**2010-2011
Advanced Placement
Achievement District**

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District Administration Center
155 E. Fourth Street
Perris, CA 92570
951-943-6369

Fax Numbers:
Superintendent's Office
951-940-5378
Business Services
951-940-5301
Human Resources
951-943-9852

Student Services Center
1151 N. A Street
Perris, CA 92570
951-943-6369
Fax: 951-943-6799

District Website:
www.puhsd.org

April 8, 2015

To Whom It May Concern:

For the past twelve years, I have had the pleasure of being associated with the Riverside County Association of Educational Office Professionals (RCAEOP) and its state organization, the California Association of Educational Office Professionals (CAEOP). These two organizations provide one-of-a-kind unique professional development opportunities for the people who provide administrative guidance and experience to the school or district administrators they work for. Moreover, these organizations allow for networking and leadership opportunities that are simply unparalleled.

Without reservation, I encourage school leaders to support their staff by encouraging their administrative assistants to join both organizations. Moreover, I highly recommend that school districts cover the costs of membership and the professional development offered by both RCAEOP and CAEOP. Please feel free to contact me if you need any further information.

Sincerely,

Jonathan L. Greenberg, Ed.D.
Superintendent



Dr. Barry L. Kayrell
Superintendent

Dr. LaFaye Platter
Deputy Superintendent

Dr. David Horton
Assistant Superintendent

Vince Christakos
Assistant Superintendent

**Professional Development
Service Center**

1791 W. Acacia Avenue
Hemet, CA 92545
(951) 765-5100
Fax: (951) 765-5115

**Professional Development
Academy**

2085 W. Acacia Avenue
Hemet, CA 92545
(951) 765-5100
Fax: (951) 765-6421

www.hemetusd.org

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April 17, 2015

To whom it may Concern:

For over fifty years, the Riverside County Association of Educational Office Professionals (RCAEOP), in conjunction with the California Association of Educational Office Professionals (CAEOP), have provided on-going professional training, networking job alike and professional growth opportunities to a wide range of school district office personnel.

I have personally attended local and state training conferences and have found them to be extremely beneficial. As all of our jobs have become more technical, it is imperative to maintain the highest level of professional expertise. RCAEOP/CAEOP is an organization committed to providing that training.

It is without reservation that I encourage all eligible staff to join these organizations; the benefits both personally and professionally are truly worthwhile.

Please feel free to contact me at 951.765.5100 ext. 1000 regarding this letter of endorsement if you have any pertinent questions.

Sincerely,

Dr. Barry L. Kayrell

Dr. Barry L. Kayrell
Superintendent
Hemet Unified School District



**District Superintendent
Diane Perez**

District Administrative Office
2045 South San Jacinto Avenue
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Monte Vista Middle School

San Jacinto Leadership Academy

Mountain View High School/
Mountain Heights Academy

San Jacinto High School

August 14, 2015

To Whom it May Concern:

I believe membership in the Riverside County Association of Educational Office Professionals (RCAEOP) and its state organization, the California Association of Educational Office Professionals (CAEOP), is an investment in professional and personal growth for all our classified (non-certificated) *classified positions in the offices of our District departments and school sites.*

Because I know this membership is so incredibly valuable, I recommend all eligible staff from San Jacinto Unified School District join one or both organizations and support them with the costs of membership, as well as the professional development courses offered throughout each year.

Membership in these organizations provides opportunities to acquire leadership skills from highly motivated educational office professionals that serve as role models and mentors. There are numerous networking opportunities for interrelating with others who have common interests and concerns while gaining stature through the pursuit of professionalism.

I will gladly share my support of RCAEOP / CAEOP with other districts, and will entertain all inquiries about my confidence in these organizations. I can be reached at (951) 929-7700 x4202.

Sincerely,

Diane Perez
Superintendent