

## S.T.E.M.

Staff Training for Effective Management (STEM) is a professional development program designed for educational support personnel. The STEM program is sponsored by the Texas Educational Support Staff Association (TESA), and was developed in cooperation with the Texas Education Agency, Texas Association of School Administrators, Texas Elementary School Principals, Texas Public Community / Junior College Association, University of Texas, and other professional educational associations.

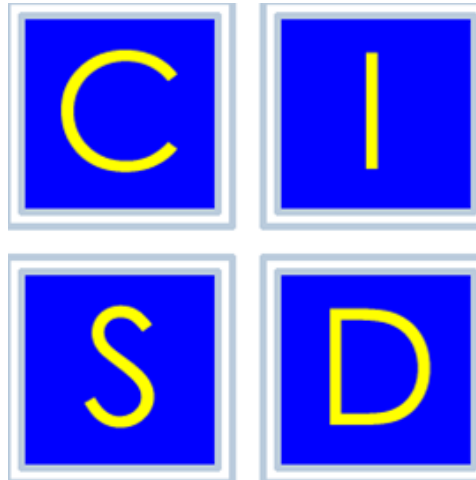
STEM is a three-phase program designed to enhance technical and job-specific skills for educational support personnel. The program is designed to establish a firm foundation of information, and to continue to build on that foundation. Participants can take the STEM classes in any order, and progress toward Certified Educational Office Professional (CEOP) certification. For more details about the TESA CEOP program, please go to [tesatexas.org](http://tesatexas.org) on the Web.



### Application Requirement Check List:

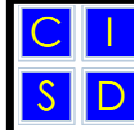
- Completed Application
- Letter of Recommendation

Application deadline for 2006-2007 is September 1, 2006.



### Channelview Independent School District

1403 Sheldon Road  
Channelview, Texas 77530  
Phone: 281-452-8008  
Fax: 281-457-9073



"Actively Engaged in  
the Future of Our  
Community"

## Certified Educational Office Professional Program for CISD



Professional Development Program  
for CISD Paraprofessionals

## PROGRAM REQUIREMENTS

Channelview I.S.D. educational support para-professionals interested in obtaining the extra proficiencies needed to become Certified Educational Office Professionals should re-view the courses listed in this brochure or visit [tesatexas.org](http://tesatexas.org) on the Web, with their principals or supervisors, while understanding the time commitment and cost to the district for each class. Interested employees should complete the program application and submit



by the deadline for consideration.

### Costs

Each participant must be a member of Texas Educational Support Staff Association (TESA), whose yearly dues are \$25.00. CEOP certification fee is \$20.00 upon completion.

Channelview I.S.D. has agreed to invest in the professional growth of its paraprofessionals by funding registration fees for employees enrolled in STEM (Staff Training for Effective Management) courses progressing towards CEOP certification.

### Review of Required Employee Costs for CISD CEOP Certification Program

TESA dues	\$25
(upon acceptance)	
CEOP Certification Fee	\$20
(upon completion)	
Total	\$45

## STEM Check List

### Required Courses:

- \_\_\_\_\_ Basic Communication
- \_\_\_\_\_ Effective Office Practices
- \_\_\_\_\_ Interpersonal Communication
- \_\_\_\_\_ Managing Change
- \_\_\_\_\_ Professional Growth Plan (3 hour class)
- \_\_\_\_\_ Profile for Success

### Choose nine (9) hours of training from the following classes:

#### 3 hour classes

- Assertiveness Training
- Customer Service
- Dialogue of Diversity
- Leadership Training and Team Building
- Professional Image
- Rules for Spelling and Proofreading
- Stress Management
- Telephone Skills
- Time Management

#### 6 hour classes

- Agenda for Personal and Organizational Improvement
- Business Grammar and Letter Writing
- Conflict Management

### A minimum of eighteen (18) clock-hours of self-directed study\* meeting the following criteria:

- At least 3 hours in length
- In a classroom setting
- Job related
- Taught by a qualified instructor



To receive your Certified Educational Office Professional certification you must:

- Complete the required clock-hours of coursework.
- Submit a certification application and fee
- Be a current member of TESA

## Certification Update

Certification update consists of six (6) clock-hours of course study\* per year for those CEOP recipients who wish to keep their CEOP certification current. This coursework must be completed between **August 1 and July 31** of each year to meet requirements for that year.

\*May include TESA classes not taken for credit in the last three (3) years.

Channelview ISD is committed to sponsoring 15 employees to participate in the 2006-2007 CEOP Certification Program. Selected employees are expected to graduate at the TESA Summer Work Conference in June 2007 in Houston, Texas.



### Deadline for Applications:

Application must be submitted to Darcy Blackstock at 1403 Sheldon Road by September 1, 2006.