



Career Pathways Program

Office of Human Resources and Development

PREPARE. PLAN. DETERMINE. DISCOVER

UPCOMING TRAINING OPPORTUNITIES

The list of trainings available to support professionals in MCPS is now posted on the Supporting Services Training and Development website. Below are a few upcoming trainings posted on PDO.

Positive Communication: Strategies for Dealing with Conflict

November 20, 2019, 9:00 a.m.–12:00 p.m., URSC Room 3F

In this interactive workshop, you will learn how to manage conflict so it no longer manages you. Come join us to learn effective and practical communication skills and useful solutions to manage the emotions that are part of conflict. You are not alone. Conflict is a normal part of life; it's how you manage it that counts.

Course #86283

Workplace Etiquette and Professionalism

December 4, 2019, 9:00 a.m.–11:00 a.m., URSC Room 3F

During this workshop, participants will be able to examine the behaviors that demonstrate professionalism in any workplace and the rules of etiquette that foster positive workplace relationships.

Course #54220

7 Habits of Highly Effective Employees

December 10, 2019, 9:00 a.m.–12:00 p.m., 15 W. Gude, Dr. Hoffman Room

This dynamic presentation will provide an overview of these and other characteristics important to career success and outline several strategies for integrating these traits into our own lives. Successful employees share many common traits such as integrity, a positive attitude, good interpersonal skills, and a strong work ethic.

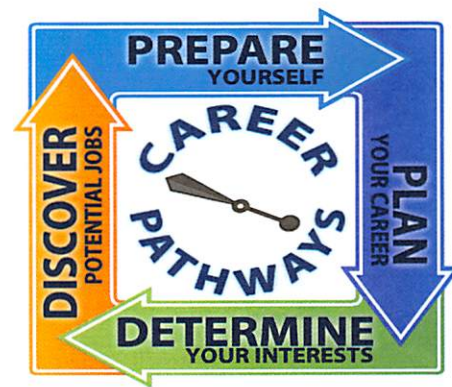
Course #87571

Proofreading

December 11, 2019, 9:00 a.m.–4:00 p.m., URSC Room 3F

Participants will be able to supplement basic knowledge of grammar and punctuation, and learn practical methods for proofreading and editing to improve skills and reduce errors.

Course #50736



Supporting Services Leadership Cohort Program

Be on the lookout for a posting on MCPS Careers job page for the Supporting Services Leadership Cohort Program (SSLCP) in early November! SSLCP will consist of a professional learning community of current support professionals who will meet once a month for six months to review various topics on leadership and apply those leadership theories in their current positions.

All interested employees will need to apply online and submit all required documents to include letters of reference and an updated résumé.

Important Praxis Core Announcement

Potential teacher candidates who submit a minimum overall GPA of 3.0 on their most recently earned degree are **not required** to submit a basic skills assessment; however, content and pedagogy assessments are still required (Maryland State Department of Education).

If you are interested in becoming a teacher and you are having difficulty passing the Praxis Core, you may not need a passing score to become a teacher if your last degree was conferred with a GPA higher than 3.0!

More Important News

Facts about SPT10 Training for 10-month Employees

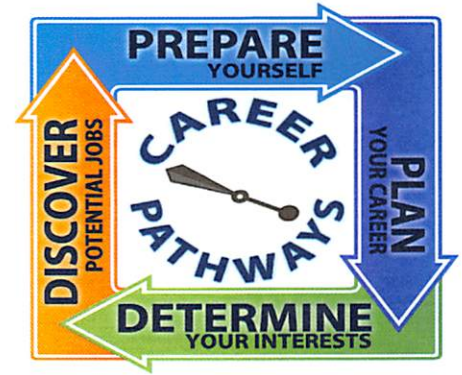
SPT10 Training is a special learning opportunity for 10-month employees. This training takes place outside the employee's duty day and results in a \$20/hour stipend for up to a total of eight hours per school year. There are a few things you need to know:

1. SPT10 training will be available on various days throughout the school year. We will be offering:
 - SPT10 classes on evenings and Saturdays for most employees. SPT10 training for transportation employees will be offered in the middle of the day between 10:15 a.m. and 12:45 p.m.
 - SPT10 training for 10-month food services employees will be offered after 2:00 p.m. during the work week.
 - 10-month employees may not attend SPT10 trainings during their duty day.
2. Notices announcing SPT10 training will be going out to employees in different ways. These notices will go out to school administrative secretaries, principals, leaders of operational divisions and departments, and elected SEIU representatives. Posting of SPT10 training will appear on our OHRD website, as well as Outlook folders specific to different employee groups.
3. Each SPT10 class will be listed separately and will have the designation SPT10 in the title. Some classes will be designed for specific groups of employees. Look in the disclaimer line of the PDO listing. It may say something like "for transportation employees," or for "paras and media assistants," or "for food services employees." It is important to sign up only for classes that are not scheduled during your duty day. Listings will include the course number of each SPT10 class, which will make it easier to search PDO.
4. SPT10 stipends will be paid at the end of the school year in the last paycheck in June for all completed courses.



If you have questions about SPT10 Training, contact Victor Santiago, Victor_R_Santiago@mcpsmd.org

Check out the Department of Professional Growth Systems' website for more information on trainings: <https://www.montgomeryschoolsmd.org/departments/professionalgrowth/>



Recognition!

SEIU Local 500 and MCPS have established the Supporting Services Employee of the Year Award to be presented to a supporting services employee who has made an outstanding contribution to MCPS. This employee must exemplify the motto "Education Works Because We Do."

Do you have a support professional you would like to nominate? Nominees must be active support professionals, in a permanent position, and have a minimum of three years of service with MCPS and exhibit contributions to students, staff, and the community.

The award will be presented at the "Champions for Children Gala." The recipient will receive a \$1,000 cash award.

Deadline for receipt of nominations is December 20, 2019, at 4:00 p.m.

Contact Nathalie Bourdreau, 301-217-5115, for more information.



CAREER ADVANCEMENT PATHWAY SPOTLIGHT: VICTOR SANTIAGO

Victor Santiago has over 11 years of experience in MCPS and currently serves as the staff development program manager for supporting services to coordinate the planning, design, and implementation of employee training and development.

What was your first position with MCPS?

During my first years in MCPS, I worked as a Focus Paraeducator at South Lake Elementary School supporting students in 3rd and 4th grade. In addition, I had the opportunity to participate in a co-teaching program where I was able to implement a hands-on science activity program and co-teach math instruction for students in 4th grade.

What was the pathway to your current position?

I have had the opportunity to be in different roles within MCPS. Starting as a focus paraeducator and then moving into other roles as a school-based parent community coordinator, special education paraeducator, and central office parent community coordinator helped me build a strong professional career. These opportunities, along with all the different experiences within those roles, have given me the opportunity to better serve our students and their families. Now, as a staff development program manager, I have the opportunity to serve and support our staff in order for them to keep their professional growth moving forward and that will eventually translate into their work towards student achievement.

What is the most rewarding part of your work with MCPS?

The most rewarding part of my work is the ability to have different roles within MCPS. I enjoy the opportunity to collaborate with MCPS professionals from all levels and build positive relationships. It is important to me to create change and make an impact in the lives of students and their families. Lastly, I value meeting great colleagues that eventually become my friends!

What advice would you give to employees who wish to build their careers in MCPS?

I came from Puerto Rico with very limited English, and I was able to take courses to support my language skills and eventually kept moving forward with my professional career. In addition, involvement in schools and communities help to build a network of resources that become key to forming a successful career. Believe in yourself! Challenge yourself! Turn wishes into goals! Set realistic goals!

