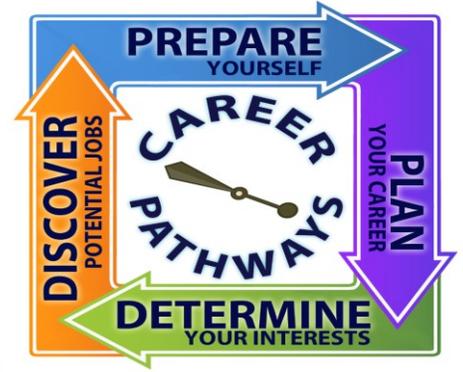




Career Pathways Program

Office of Human Resources and Development

PREPARE. PLAN. DETERMINE. DISCOVER



STUDENT DEBT RELIEF FUND

Supporting services employees who incurred personal student loan debt prior to their employment with MCPS may be eligible for assistance to help them pay off their student loans sooner. The Board of Education and SEIU Local 500 established MCPS's Student Debt Relief Fund for SEIU Local 500 unit members as part of the Fiscal Year 2018–2020 negotiated agreement.

The goal of the fund is to provide assistance for up to 5 percent of the employee's original loan per year, paying off not more than 50 percent of the balance brought into MCPS and not to exceed the existing balance in any given year. The fund is intended to pay for programs at universities, trade schools, training programs, and other institutes of learning that provided supporting services professionals with the education needed to serve the MCPS community and do their jobs well.

To be eligible for MCPS's student debt relief, you must—

- have been employed for a minimum of 12 months in an SEIU bargaining unit position;
- have attended a workshop on understanding the Student Debt Relief Fund and additional student debt relief options for which you may be eligible;
- have acquired student loan debt for your personal use (i.e., the loan was incurred for your education and not for a family member's education);
- have incurred the student debt for studies relevant to any employment with MCPS;
- have incurred the student debt—for which you are currently in loan repayment—prior to your employment with MCPS; and
- be in good standing with the lender to whom you are repaying the eligible student debt.

The 2019 application period will begin on February 15, 2019.

Upcoming Events

Winter Break

No school for students and teachers December 24, 25, 26, 27, 28, & 31

Offices are closed
December 24 and 25



Offices and schools are
closed January 1, 2019



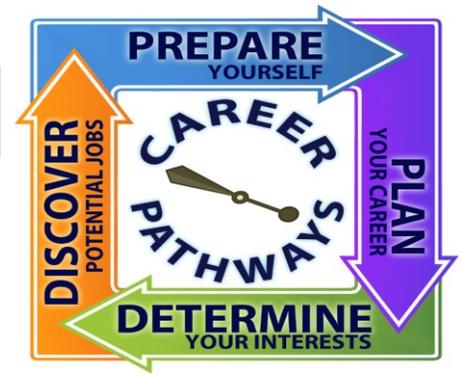
Supporting Services Employee of the Year Nominations

Don't miss the deadline to recognize a colleague for the Supporting Services Employee of the Year!

The deadline to submit your nomination is December 20th! Nominations must be delivered no later than 5:00p.m.

More Important News

UPCOMING TRAINING OPPORTUNITIES



7 Habits of Highly Effective Employees

December 19, 2018, 9:00 a.m.–12:00 p.m. at URSC
Successful employees share many common traits, such as integrity, a positive attitude, good interpersonal skills, and a strong work ethic. 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.

Course #87571

SUPPORTING SERVICES LEADERSHIP COHORT PROGRAM

Earlier this year, the Career Pathways Program surveyed support professionals to determine whether or not there was an interest for small group leadership development training. An overwhelming number of support professionals responded that a cohort focused on leadership development would be of interest to them. Last month, Dr. Zuckerman approved the Supporting Services Leadership Cohort Program (SSLCP). SSLCP consists of a professional learning community of current SEIU Local 500 leaders who applied to participate in the leadership cohort. The cohort will meet once a month for seven months and review topics including research-based elements carefully organized to give participants a chance to discuss and apply administrative leadership theories in their current positions. Cohort members will learn to utilize problem of practice protocols to address current challenges at work based on the needs of the participants and will participate in shadowing opportunities to contrast and reflect on their own leadership practices.

“We cannot become what we need by remaining what we are.”

John Maxwell

Interested in Leadership Development Training



**Interested
87%**

■ Interested ■ Not Interested



Computer Training

Introduction to Computer Training for Beginners
Course #85892

Essentials of Word
Course #85435

Word for Secretaries: Tabs, Tables, and Graphics
Course #85894

Word for Secretaries
Course #85895

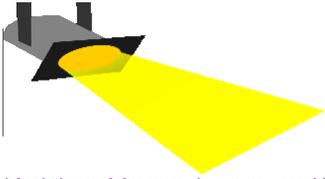
Outlook for Secretaries
Course #86516

Introduction to Excel
Course #85898

Intermediate Excel
Course #85180

Excel: Charting Data
Course #85442

Five Steps to Getting Started in Google Docs
Course #86622



ANCEMENT PATHWAY SPOTLIGHT: DEBBIE CAMP

Debbie Camp has over 20 years of experience in MCPS and currently serves as a central services administrator providing support to school administrators, financial agents, and leadership to improve communication, training, and resources related to school business and financial operations.

What was your first position with MCPS?

My first "paid" position with MCPS was a temporary part-time teacher's assistant and lunch hour aide in our neighborhood elementary school. I also worked as a substitute teacher before taking on a permanent position.

What was the pathway to your current position?

My first full-time permanent position with MCPS was a secretary for the Northeast Consortium Office. The knowledge and experience I gained as a Montgomery County Council of PTA's leader and advocate for the Paint Branch High School Cluster and the relationships I had built with area schools and communities provided me with a unique understanding of the role of our office and its importance to the success of the Northeast Consortium and the Choice process. Because Choice was a new process, a considerable amount of my work involved supporting the schools and communities that we served, documenting new processes, and implementing process improvements.

I then moved from the Northeast Consortium Office to Paint Branch High School in 1998 to work as a guidance secretary. After 7 months, I was promoted to the administrative secretary position. Five years later, when our school business administrator announced her retirement, my principal encouraged me to apply for the position. I was promoted to school business administrator in 2004 and served in the position at Paint Branch High School for another 5 years. In that role, I was responsible for the management of the school's financial and budget resources and supervising building services and cafeteria staff and the school financial specialist. I developed and facilitated staff training related to school business procedures, the Supporting Services Professional Growth System, and Professional Development Plans for our support professionals. I was an active member of the school's administrative team and the instructional leadership council. During my tenure at Paint Branch High School, I also served as the chairperson for the school business administrators' professional learning community, and at that time, my position transitioned from a supporting services position in SEIU to an administrator position in the newly formed Montgomery County Business and Operations Administrators.



A pivotal point in my MCPS career came in 2009 when I returned to central office to serve as the fiscal and business administrator for the executive assistant to the chief operating officer. I saw this position as a unique opportunity to leverage my knowledge, talents, and understanding of school finance and business operations.

In my current role, I have collaborated with central office and school-based staff to design, implement, and refine the myMCPS Business Center to ensure it meets the needs of school financial agents. In addition to supporting the schools, I am now serving as a co-lead to manage the multiple projects of the Enterprise Resources Planning (ERP) Upgrade Program. The ERP Upgrade Program is a joint effort of the Office of the Chief Financial Officer and the Office of the Chief Technology Officer. It is a multi-year effort to upgrade and enhance MCPS core business systems for Financial Management, Budgeting, and Human Resources Information Management. Our goal is to ensure that schools are better served through modern, supported technologies and more efficient business processes that work, as well for end-users as they do for our primary business users.

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

The most rewarding aspects of my work with MCPS include the richness of our diversity; the many opportunities for learning, growth, and development; the collaboration and innovation; and the opportunities to make a difference for others.

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

For those interested in building a career in MCPS, my advice is to be thoughtful in your approach:

- **Take time to learn about MCPS** as an organization, our schools and offices, our strategic goals, our positions, our strengths, and our areas of need.
- **Network with coworkers** to understand the roles and responsibilities of those around you. Take advantage of down time in your position to offer help to your coworkers. This will help you understand different jobs and determine which might be a good fit for you.
- **Reflect about what you are good at doing**, determine what you enjoy doing, and what motivates you to come to work each day.
- **Identify your strengths** and look for job opportunities where you can apply your skills and talents and broaden your experience.
- **Discuss your career goals** with your supervisor and explore opportunities for growth in your current position. Set professional goals for yourself and use your professional development plan to track your progress.
- **Build on your knowledge, experience, and lessons learned** with each step in your career path. Be respectful of the work of others and recognize that everyone's work is important to the success of the organization and success for all students.
- **Strive for excellence** in every position that you hold and every assignment you are given. Do great work and know that people will notice!
- **Listen to guidance from others** when opportunities for growth and promotions arise. Believe in yourself and your abilities.