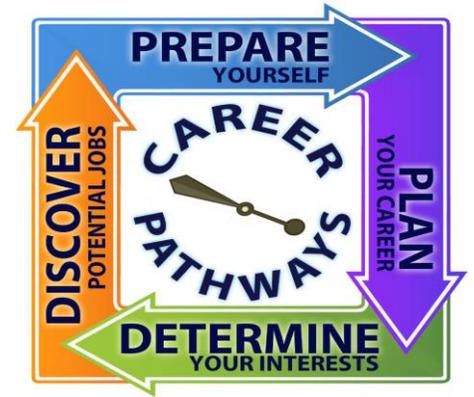




June Newsletter

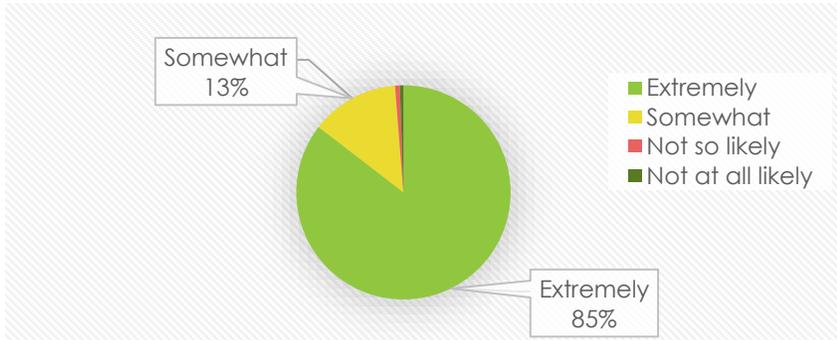
Career Pathways Program

Office of Human Resources and Development
PREPARE. PLAN. DETERMINE. DISCOVER.



NEEDS ASSESSMENT SURVEY

Thank you for completing the needs assessment that was sent out to all support professionals on April 5th. We received valuable information that will help us plan career and educational pathways for support professionals interested in growing their career in non-instructional positions with MCPS. 85% of support professionals responded that they are extremely interested in growing their career with MCPS!



UPCOMING TRAINING OPPORTUNITIES

School Finance Workshop for Aspiring Financial Agents

June 19, 2018 9 am to noon
URSC, Room 3 F

This class will deliver an overview of the roles and responsibilities of the school financial agent and basic management of funds. Who are school financial agents? School financial agents are principals, school business administrators, school financial specialists, elementary school administrative secretaries, and any assistant principals or other support professionals involved in the management of Independent Activity Funds.

Course # 52631

Things to Remember!

 Last day for students is June 15th! Check in with your administrator to see if you are working that day and what your hours will be on June 15th.

 Requests for tuition reimbursement are made through PDO. You will not be reimbursed unless all documents have been received within 60 days of the last day of your class. Don't forget to submit your paperwork at the end of this semester. Check out the Tuition Reimbursement website!

 Montgomery County Public Libraries has Praxis study guides available for check-out. Contact your local branch.



For more information, contact Nathalie Bourdereau, Career Pathways Program Specialist, at 301-217-5115 or Nathalie_C_Bourdereau@mcpsmd.org



CAREER ADVANCEMENT PATHWAY SPOTLIGHT: MELISSA LAUREANO

Melissa Laureano, parent community coordinator, has been employed by MCPS for 18 years and has held a variety of positions while growing her career in MCPS. After holding a few positions in MCPS, she has found her dream job!

What was your first position with MCPS?

I began working temporary/part-time in 1999 at the Division of ESOL/Bilingual programs doing clerical work. My first full-time position was as an ESOL Testing Assistant. I worked with an Instructional Specialist who created the first ESOL Student Record (ESR) as well as assisted with the transition of ESOL data from MainFrame to OASIS. I learned so many skills from working with the Instructional Specialist that really helped me move forward in my MCPS career.

What was your pathway to your current position?

I started as an ESOL Testing Assistant for about 2 years while I was in college studying accounting. I then became a School Financial Specialist at A. Mario Loiederman Middle School, where I worked for about 7 years, which also included 2 years as an Instructional Data Analyst. After that, I was a Personnel Assistant at the Office of Human Resources, followed by 2 years as a high school registrar. I have been able to move into several different positions within MCPS in the search of finding the right fit for me, which is the Parent Community Coordinator. All of the positions I had helped me so much to prepare for my current position.

Why did you choose MCPS as an employer?

I really enjoyed working with and serving the community I grew up in and I am a product of MCPS (GO WHEATON KNIGHTS!) My mother always taught me to give back to the community and help others. I have learned a lot about other people, and about myself, in the 18 years I have worked in MCPS. I also chose MCPS because I knew there was room for growth in my career.



What's the best part of your job?

The best part of my job is the interaction I get to have with all types of different families! I love learning from them, supporting them, and helping them understand MCPS better so that their children can be successful. I love that there is such a wide range of assistance that I can provide any given family, and that every day can look different.

How do you encourage employees to build their careers in MCPS?

Relationship building is key in being able to move into different positions in MCPS. I tell my story of all of the different positions I have held and all of the people within MCPS (administrators, teachers, and all levels of support staff) that I have crossed paths with and built relationships with. I have learned so much about positions that I did not even know existed through conversations with MCPS staff. I also encourage people to always look for open positions and apply because without taking a chance, they'll never fully know that their options may be limitless.