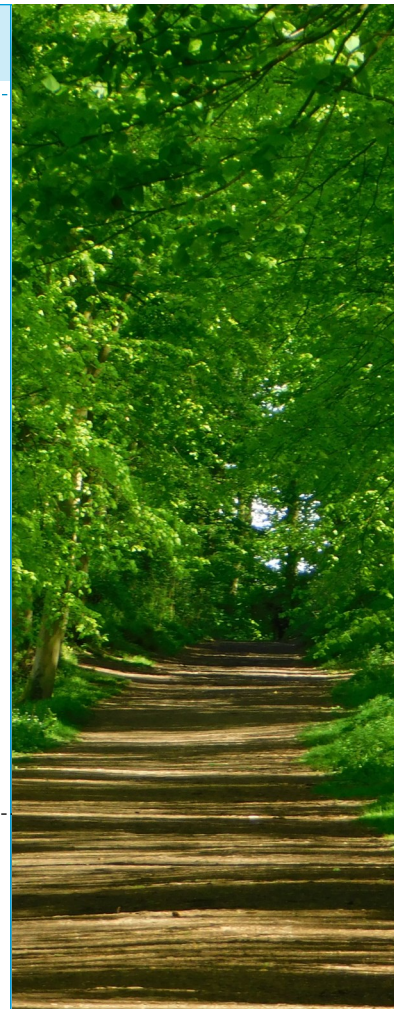
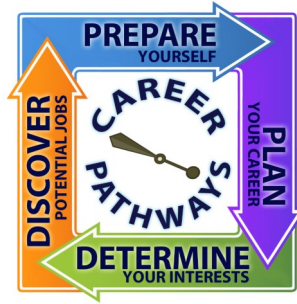




# Career Pathways Program Newsletter April 2023



## Career Pathways Ambassador Program

The Career Pathways Ambassador Program is underway!

Twenty-four ambassadors have been selected for this inaugural cohort, and they are hard at work supporting Montgomery County Public Schools (MCPS) supporting services employees.

This month, the Career Pathways Program would like to highlight two ambassadors for their outstanding work: Amy Curry, administrative secretary, Goshen Elementary School, and Kathryn “Kitty” Herron, special education paraeducator, Laytonsville Elementary School. Amy is supporting several schools in her cluster, and has made time to share informational flyers at each location; she regularly collaborates with the other administrative secretaries in her cluster to make sure staff at every school has access to important information. Kitty is dedicated to supporting all staff, including the temporary part-time staff members at her school. She shares all of the reasons why MCPS is a great place to work and comes up with creative new ways to get the word out.

Career Pathways ambassadors have the opportunity to attend training sessions to expand their knowledge and skills. In March, ambassadors were able to attend a training on mentoring skills, and resources; and we held a check-in meeting to come together to discuss how to make improvements to the program and keep this good work going!

Stay tuned for more news about the great work being done by the Career Pathways ambassadors.

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### REMINDERS

- We want to hear from you! See opportunities to share feedback in this newsletter.



## How to Become a Teacher in MCPS

Are you a current MCPS supporting services professional who wants to become a teacher? Attend an information session to learn about the different pathways to teacher certification, and how MCPS can support you on your journey.

An information session will be held on Thursday, May 11, from 4:30 p.m. to 5:30 p.m. on Zoom. See more information about this PDO course below.

### How to Become a Teacher in MCPS

Participants will examine the commitment MCPS has for support professionals who want to become teachers, understand the Maryland State Department of Education certification process, explore the various degree pathways for teacher certification, and learn about the specific MCPS offices and departments that collaborate with employees pursuing a career in teaching.

Course #87524

Click [here](#) to view a flyer for this event. Please feel free to share this flyer if you know someone who might be interested.

*“Somewhere, something incredible is waiting to be known,” - Carl Sagan*



## The Employee Assistance Program

The Employee Assistance Program (EAP) is a no cost benefit for employees of Montgomery County Public Schools and their families. EAP provides professional, confidential counseling on a variety of topics including managing stress, depression and anxiety, grief and loss, and more.

In addition to counseling, the EAP offers many resources including a newsletter and articles on particular topics on interests, screening tools for assessing mental health, and drug and alcohol testing rules, to name a few.



Visit the Employee Assistance Program website [here](#).

As a part of the Employee Assistance Program, employees and their family members can access external counseling and resources through our partner, Kepro. To visit the Kepro website, simply navigate to the EAP website and click **Visit Kepro**.

### **Kepro Online:**

To access Kepro online, click the button below and

**enter company code: MCPS**

**VISIT KEPRO**



## Winter/Spring Training Opportunities

In an effort to meet everyone's learning needs, training is offered virtually or in-person. The list below is not comprehensive. To see a complete list of training opportunities, click [here](#), or visit [PDO](#). At the time of publication, the courses listed below still had space available. Register early - classes fill up fast!

### **Navigating the MCPS Website: Valuable Information & Resources Within Reach**

*April 25, Zoom Webinar*

*5:00 p.m. – 7:00 p.m.*

This course is designed for supporting services professionals to raise awareness of the kinds of valuable information and resources located on the MCPS website. The course will provide participants with a detailed, guided, interactive tour of the most commonly used sections of the website which every staff member can and should access routinely. Understanding the depth and breadth of information we are required to share through the website as well as MCPS expectations for knowing what is stored on the website and where to find it enables supporting services staff members to be knowledgeable members of the greater MCPS community.

Course #91462

### **Clear and Concise Communication in the Workplace**

*May 1, Zoom Webinar*

*4:30 p.m. - 6:30 p.m.*

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 #86390

### **5 Steps to Getting Started in Google**

*May 2, Zoom Webinar*

*4:30 p.m. - 6:30 p.m.*

This interactive course provides participants with very basic understanding of the primary functions of five Google applications: Google Drive, Google Docs, Google Slides, Google Forms, and Google Sheets. During the training, participants have the opportunity to learn how to organize their Drive, collaborate with colleagues using Google Docs, create presentations using Google Slides, collect information using Google Forms, and organize and analyze reports using Google Sheets.

Course #87353

### **Outlook for Secretaries**

*May 3, Zoom Webinar*

*4:30 p.m. - 6:30 p.m.*

Outlook for Secretaries builds on basic skills in Outlook and teaches participants to work with some of the more advanced features of Microsoft Outlook 2016. By the end of the class, participants will be able to manage email more efficiently, share calendars and delegate access, set up meetings and appointments, create and manage tasks, adjust account settings, and create distribution groups. We will introduce a variety of features and tips that students can use for a deeper dive going forward.

Course #86516

## Online Webinars and Training

MCPS is constantly adding new training and professional development programs. However, if you are interested in training on a topic that is not currently offered within MCPS, you may want to search for online courses and webinars relevant to your interests.

Included below are several online resources for webinars and training that offer free options.

Are you focused on improving your communication skills?

Sign up for free webinars focused on communication and soft skills with [Talaera](#).

Talaera offers both live and on demand webinars on topics including working across cultures, giving constructive feedback, and more.

Interested in increasing your technical skills? Check out [Net Com Learning](#).

Webinars offered on this website are geared towards individuals who already have some experience and related skills. Webinars offered include Amazon Web Services (AWS), Microsoft, Citrix, Cisco, CompTIA, Adobe, and more.

Want to increase your skills and knowledge around Oracle cloud-based products? [Sign up for a free account](#).

Disclaimer: *The resources listed above are not MCPS programs nor are they affiliated with MCPS in any way.*





## New from the Career Pathways Program

The Career Pathways Program for supporting services employees is excited to share news about several programs and professional development opportunities coming soon.

### The Mentoring Program

The supporting services mentoring program is an important component of the Supporting Services Professional Growth System that will provide additional strategies to ensure the employment of highly qualified and diverse professional and support personnel, as envisioned in the Strategic Plan for Montgomery County Public Schools.

In an effort to recruit highly-qualified mentors from across MCPS, the Career Pathways Program will be hosting a number of information sessions in the coming months to share how employees can become a mentor. Click [here](#) to view a flyer with upcoming information sessions and Zoom link.

New mentors selected to participate in this program will begin supporting employees in the 2023-2024 school year.

### The Leadership Development Program

The Career Pathways Program has partnered with several teams in MCPS, and an outside consultant to develop a comprehensive leadership development program. This program consists of two pathways, both of which will provide employees with an opportunity for quality professional development, meaningful networking opportunities, and more.

To learn more about this exciting new professional development opportunity, attend an information session. Click [here](#) to view a flyer with a list of upcoming information sessions and Zoom link.

In order to participate in this program, employees must:

- be a permanent supporting services employees
- have at least 5 years experience with MCPS
- have worked in their current position for a minimum of 1 year
- have supervisor approval

Interested individuals will complete a form to indicate their interest and the Career Pathways Team will hold short, informal interviews to select the a cohort of approximately 30 participants for each pathway. The deadline to apply will be **June 3, 2023**.

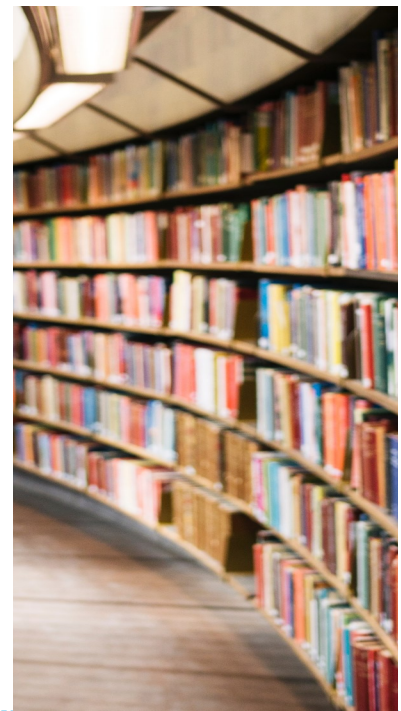
## Early Childhood Alternative Certification Program (ECACP) at Montgomery College

Montgomery County Public Schools and Montgomery College have partnered to offer a teacher preparation program for individuals who wish to become certified early childhood educators (Pre-K through 3rd grade). Montgomery College will hold several virtual information sessions for interested individuals to learn more.

Candidates must have:

- A bachelor's degree\*
- Experience in the early childhood education field
- A 3.0 overall minimum GPA on their most recently earned degree OR qualifying scores on basic skills requirements.

Click [here](#) to view a flyer with more information about how to register for an information session.



*“Believe you can and you’re halfway there,” Theodore Roosevelt*

## Higher Education Partnerships

### Montgomery College Alternative Certification for Effective Teachers (ACET) Program

MCPS, in partnership with **Montgomery College**, offers the ACET Program. ACET is an innovative teacher preparation program for individuals who wish to change careers and become teachers in MCPS teaching: Secondary math, secondary science, chemistry, physics, technology education, computer science, Spanish, French

Candidates **MUST** have a bachelor's degree with a minimum GPA of 2.75, expertise in the selected teaching field as supported by course work, experience, and qualifying assessment scores

The ACET Program will host an information session on **Monday, April 24, 2023, from 4:00 p.m. to 5:00 p.m.**

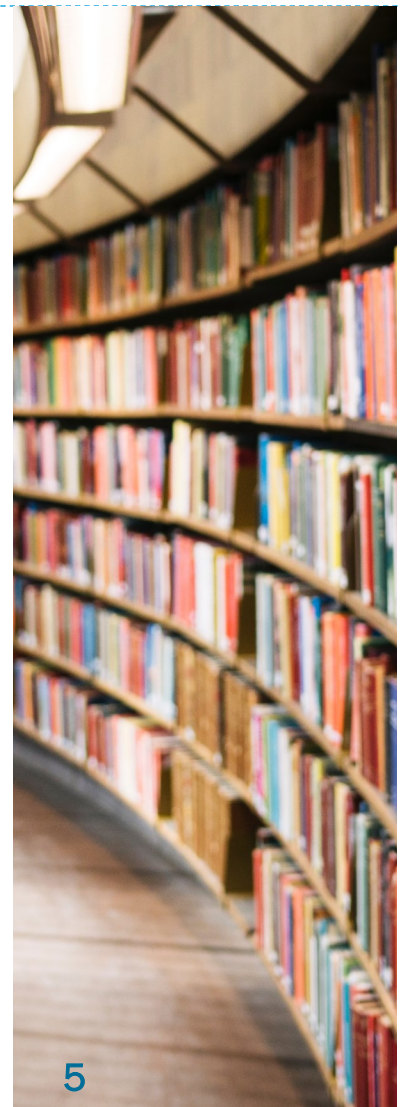
RSVP on PDO using course #87653 to receive the meeting link.

### Towson University Master of Education in Special Education

MCPS in partnership with **Towson University** is pleased to offer a Master's of Education (M.Ed.) in Special Education at The Universities at Shady Grove (USG). This program is designed for employees who are already certified to teach and are seeking an additional teacher certification in special education.

Towson University will host an information session on **Thursday, April 27, 2023, via Zoom from 5:00 p.m. to 6:00 p.m.**

RSVP on PDO using course #87656 to receive the meeting link.





## We Want to Hear From You!

The Career Pathways team wants to provide you with relevant information and training opportunities to help you on your journey with MCPS.

Your feedback will be used to drive content selection for future newsletters, and to develop new training and other professional development activities.

Please complete the survey found [here](#) to provide your feedback and suggestions.

### Image Credits

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## Contact Us

Questions? We would love to hear from you! Please see contact information below. Want to schedule an appointment? Please complete the Career Pathways Intake Form found [here](#).

Career Pathways Program Contact Information

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