

**For the people  
who really run  
our schools!**

# Enhancing the Professional Role Of the School Secretary

**Dates:**

Session 1  
March 19, 2010

Session 2  
April 13, 2010

Session 3  
May 25, 2010

**Time:**

9:00am—11:00am

**Presenters:**

Kim Loucks  
Patrick Shaw  
Daryll Wheeler  
Staff Development  
Specialists

Jeff Craig  
Assistant  
Superintendent

**Location:**

Henry B Conference  
Room

**Fee:**

Component Districts  
\$45 per person  
Non-Component  
Districts  
\$55 per person

**Target Audience:**

School secretaries and  
Administrative  
Assistants

**Additional information:**

OCM BOCES  
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Syracuse, NY 13221  
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[cia.ocmboces.org](http://cia.ocmboces.org)

EVERY school employee plays a crucial role in student success. THIS professional development opportunity is for those employees, without whom schools would surely falter. Please join us for one, two or, better yet, ALL THREE days (sessions are independent of one another).

**Session 1: Working as a Member of Many Teams**

School secretaries work with many people and are a part of many different "teams." Secretaries work with administrators, teachers, staff, parents, and students — each of whom is a different person with different needs and styles. The session will help participants understand the central role secretaries have as an extension of the administrative team and how to work effectively with all the many people in a school community. The metaphor of True Colors® will be used.

**Session 2: Effective Communication to Foster Positive Relationships**

School offices can be busy places with human interactions with children, parents, administrators, and other school district staff. This workshop will take a deeper look at human communication and the power of our verbal and non-verbal communication. How to create a warm and caring environment that can feed the school-wide culture of your school.

**Session 3: School Offices are Busy Places**

This two-hour session will focus on the organizational skills, including prioritizing tasks, that an indispensable school secretary or administrative assistant must have. As the front line in a school, this person must not only be pleasant to all whom she encounters, but she must also be discrete and confidential.

How to field parents' questions about teachers, teachers' questions about parents, students' questions about teachers, and above all, anybody's questions about an administrator is an art that we can learn! Join us for a practical look at how to do this job and remain serene in all situations. We welcome and encourage secretaries and administrative assistants from every level of education to come for a refresher and for the reinforcement of the great service you provide in your important role in the school community.