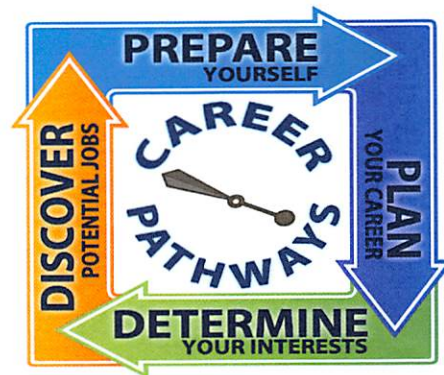




Career Pathways Program

Office of Human Resources and Development

PREPARE. PLAN. DETERMINE. DISCOVER.



UPCOMING TRAINING OPPORTUNITIES

Ten Ways to De-stress Your Life

December 5th, 9:00 a.m.–12:00 p.m. at URSC, Room 3 F

Take a break from the hustle and bustle of life to regroup and refocus. This seminar will cover stress busters, breath awareness, different types of neuromuscular relaxation, and practical strategies on how to de-stress your life. You will learn how to identify stress and increase your skills in combating your day-to-day stress. Course # #86339

Developing a Professional Portfolio

December 12th, 9:00 a.m.–12:00 p.m. at URSC, Room 3 F

Participants will use the seven core competencies of our Supporting Services Professional Growth System to organize and archive a variety of artifacts that demonstrate professional growth and accomplishment. Course # 50712

7 Habits of Highly Effective Employees

December 19th, 9:00 a.m.–12:00 p.m. at URSC, Room 3 F

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 will outline several strategies for integrating these traits into our own lives. Course # 87571

*URSC—Upcounty Regional Services Center

NEW PARAEDUCATOR ORIENTATION

New Paraeducator Orientation was a successful event with **169 new paraeducators** attending. For more information about becoming a paraeducator, please contact Ms. Nathalie Bourdereau, Career Pathways Program Specialist.

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 an active support professional, in a permanent position, 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

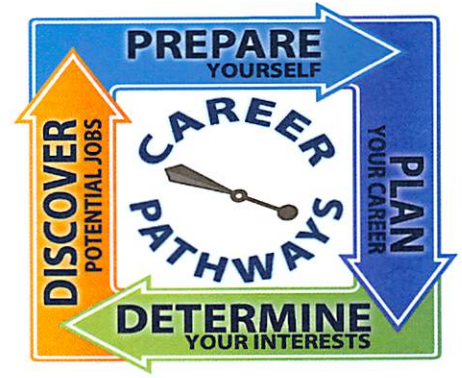
December 20, 2018, at 5:00 p.m.

Contact Ruth Musicante, 301-217-5127, for more information.

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 many different days throughout the school year, instead of just on professional days. 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 must 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 operations divisions and departments, and elected SEIU representatives. We will also post notices of SPT10 training on our OHRD website as well as Outlook folders specific to different employee groups. Most SPT10 training will be held between mid-October and mid-May.
3. Each SPT10 class will be listed separately and will have the designation SPT10 in the title. Some 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 Linda Gray at Linda_B_Gray@mcpsmd.org.

Reminder!

Tuition Reimbursement

Support professionals qualify for tuition support to help start a degree and/or finish your associate's, bachelor's, or master's degree. Non-college (including technical skills for other trades) training may also be reimbursed. Staff are eligible for up to nine credits per year of tuition reimbursement.

Remember:

- **Submit all necessary documentation within 60 days of your last class.**
- **Provide proof of payment with the employee's name as the account holder.**
- **Provide documentation of grades for completed coursework.**

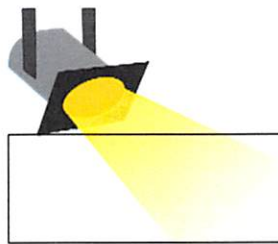
Important Notes:

- **Graduate work must be completed with a "B" or better.**
- **Undergraduate work must be completed with a "C" or better.**
- **Coursework graded on a pass/fail approach must be completed with a passing grade.**

Requests for tuition reimbursement are made through PDO.

E-mail:

TuitionReimbursement@mcpsmd.org



HOW TO BECOME A TEACHER WORKSHOP

On October 4, 2018, the Office of Human Resources and Development hosted the first "How to Become a Teacher" training. The event was well-received with over 50 participants attending and a long wait list. The workshop was offered to support professionals who are interested in becoming teachers with MCPS. Participants examined the commitment MCPS has for workplace diversity, reviewed the certification process, examined how MCPS and colleges/universities align their certification requirements with the Maryland State Department of Education, and heard about the specific supports available for employees pursuing careers in teaching from graduates from partnership programs. The next workshop will be offered in the spring. Check the Career Pathways Newsletter or PDO for more information!



Quotes from panel members who recently graduated from a partnership during the workshop:

"Build relationships with your cohort, your school, students ... the more positive people in your corner the better!"

Erica Bader, MC ACET graduate, Math Content Specialist at Briggs Chaney MS

"ACET is a fabulous opportunity to practice what you want to do as a career!"

Maria Calderon, MC ACET graduate, Spanish teacher at Springbrook HS



Advice from her family: "You got this mom!"

Sue Goodwin, UMD CITE graduate, 4th grade teacher at Forest Knolls ES

"Go for it! My cohort and wife were a great support system!"

Patrick McNaboe, MC ACET graduate, math teacher at Takoma Park MS

"Going to work every day, greeting students who are smiling at 7:00 a.m. is great for my mental health!"

Brooke Supinski, JHU SET-IT graduate, special education teacher at Walt Whitman HS

