

## Locations for Courses

School Board Administration Building  
1500 Biscayne Blvd., Annex Suite 221  
305.995.3003

Henry H. Filer Middle  
531 West 29 Street, Hialeah  
305.822.6601

Benjamin Franklin Elementary  
13100 NW 12 Avenue, Miami  
305.688.8471

American Senior Adult  
18350 NW 67 Aveune, Miami  
305.557.3770

South Hialeah Elementary  
265 East 5 Street, Hialeah  
305.885.4556

Howard D. McMillan Middle  
13100 SW 59 Street, South Miami  
305.385.6877

Robert Morgan Vocational  
18180 SW 122 Avenue, South Miami  
305.253.9920

*(Locations are subject to change)*

[www.dadeschools.net](http://www.dadeschools.net)

If you have any questions or  
need general information,  
please contact:

Michelle Hicks-Levy, Coordinator I  
Non-Instructional Training  
Phone: 305.995.3003 - Fax: 305.995.7436  
E-mail [mhicks-levy@dadeschools.net](mailto:mhicks-levy@dadeschools.net)

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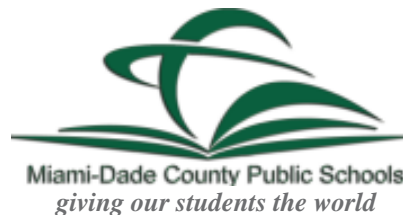
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# Professional Development Programs for Non-Instructional Clerical Personnel



Professional Office Personnel  
Development Program  
Professional Secretary Program  
Mentor/Secretary Program

# NON-INSTRUCTIONAL PROFESSIONAL DEVELOPMENT UPDATE



## NO MORE FEES...

The Office of Professional Development is pleased to announce that there will be **no costs** associated with the clerical in-service courses. Classes will begin in October at various locations throughout the district. Classes will be advertised through e-mail, flyers, and on the district's professional development calendar located at:

<http://calendar.dadeschools.net>

## PROFESSIONAL SECRETARY PROGRAM

Office personnel may take 18 elective courses above the maximum compensated number of 22. The additional elective courses will not be compensated but will be banked and applied toward the Professional Secretary Program until a total of 40 courses have been completed.

*\*College courses satisfactorily completed with a grade of "C" or better may be reviewed and credit given up to four courses with an official transcript*

## CONFIDENTIAL EXEMPT (Required Seven Courses)

The following in-service courses are required for confidential exempt positions classified at pay grade "E" and above:

Communications, Leadership Skills for Executive Secretaries, Office Filing, Proofreading: Beyond Spell Check, Public Relations, School Law and Board Rules, & Time Management

*\*You may be exempt from these courses, if you have an Associates Degree in Secretarial Science or a Bachelor's Degree (any area)*

## MENTOR/SECRETARY PROGRAM

This program provides mentors to specific personnel who are new to their clerical position. The new employee is paired with a mentor for a period of one year. The mentors provide feedback, guidance, and practical job assistance to the mentee during the first calendar year the mentee holds the position. The program is open to clerical personnel who have three consecutive years of acceptable annual evaluations, are currently working in the position for which they are to be a mentor and have three years school site experience in the position for which they are to be a mentor.

## NATIONAL CERTIFIED PROFESSIONAL SECRETARY

The National Certified Professional Secretary rating is attained by passing the NCPS examination. This rating is attained by passing a two-day examination administered by the International Association of Administrative Professionals. Full time secretaries who pass the National Certified Professional Secretary examination shall be eligible for a \$1000 supplement. The examination is given twice a year in May and November. Miami-Dade College offers preparation courses to interesting parties. For additional information regarding the examination you may contact Miami-Dade College 305.237.7675 or the International Association of Administrative Professionals at [www.iaap-hq.org/](http://www.iaap-hq.org/)

## PROFESSIONAL OFFICE PERSONNEL DEVELOPMENT PROGRAM (POPDP)

The POPDP is a comprehensive professional development program offered to improve the skills and increase the productivity of full and part-time office personnel. The program allows for compensation for the POPDP courses taken by full-time employees after regular hours. Part-time employees can attend the classes but will not be compensated for completing POPDP courses until they are employed as a full-time clerical employee. Clerical employees participating in the POPDP must complete four core courses and up to a maximum of 18 elective courses. Employees will receive an increase of \$1.25 per day in their daily rate after the satisfactory completion of four core courses.

## ONLINE COURSES

E-Learning Courses provide participants with the accessibility to take courses online at times convenient to your busy schedules. Currently there are eleven courses offered online that may be used for in-service credit. Listed below are the courses that are offered through the online provider: (For online courses call: 305.995.3003)

- |                      |                         |   |
|----------------------|-------------------------|---|
| Communications       | LIMITED SLOTS AVAILABLE | Public Relations                            |
| Conflict Resolution  |                         | Stress Management                           |
| Telephone Skills     |                         | Time Management                             |
| Writing for Business |                         | Multi-Cultural Training                     |
|                      |                         | Interpersonal Skills and Human Relations    |
|                      |                         | Leadership Skills for Executive Secretaries |
|                      |                         | Dealing with Disruptive Individuals         |

## PAYMENT SCHEDULE FOR SECRETARIAL/CLERICAL IN-SERVICE COURSES

Pay Code	Basic Core 1 - 4	5	6	7	8	9	10	11	12	13
<b>A</b>	278	322	367	411	456	500	544	589	633	678
<b>C</b>	325	377	429	481	533	585	637	689	741	793
<b>Daily Rate Increase</b>	1.25	1.45	1.65	1.85	2.05	2.25	2.45	2.65	2.85	3.05

Pay Code	14	15	16	17	18	19	20	21	22
<b>A</b>	722	766	811	855	900	944	988	1033	1077
<b>C</b>	845	897	949	1001	1053	1105	1157	1209	1261
<b>Daily Rate Increase</b>	3.25	3.45	3.65	3.85	4.05	4.25	4.45	4.65	4.85