Office of the School Board Members Board Meeting of April 22, 2009

Ms. Ana Rivas Logan, Board Member

SUBJECT:

REQUEST FOR APPROVAL OF RESOLUTION NO. 09-43 OF THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, ENDORSING APRIL 19-25, 2009 AS ADMINISTRATIVE PROFESSIONALS WEEK, AND APRIL 22, 2009 AS ADMINISTRATIVE

PROFESSIONALS DAY

COMMITTEE:

INSTRUCTIONAL EXCELLENCE & COMMUNITY

ENGAGEMENT

LINK TO DISTRICT STRATEGIC PLAN:

DEVELOP AND IMPLEMENT NEW PROCESSES AND PROGRAMS TO IMPROVE STAFF SATISFACTION AND

RETENTION

Since 1952, the International Association of Administrative Professionals (IAAP) has recognized the work of office support staff, including secretaries and administrative assistants, through the observance of Administrative Professionals Week and Administrative Professionals Day. The organization, formerly known as the National Secretaries Association, created the observance as a way to recognize secretaries for their valuable contributions to the workplace, and to encourage students to consider careers as administrative professionals. Originally called National Secretaries Week, the observance was changed to Professional Secretaries Week in 1981, and finally named Administrative Professionals Week in 2000 to reflect the expanding responsibilities and wide-range of job titles held by administrative support staff.

The IAAP defines administrative professionals as "individuals who are responsible for administrative tasks and the coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession." According to U.S. Department of Labor statistics, there are more than 4.1 million secretaries and administrative assistants working in the United States, and 8.9 million people working in various administrative support roles.

This year, Administrative Professionals Week will be celebrated April 19 - 25, and Administrative Professionals Day will be observed on April 22, under the theme "Excellence in Action."

ACTION PROPOSED BY MS. ANA RIVAS LOGAN:

That The School Board of Miami-Dade County, Florida, approve Resolution No. 09-43 of The School Board of Miami-Dade County, Florida, endorsing April 19-25, 2009 as Administrative Professionals Week, and April 22, 2009 as Administrative Professionals Day.

RESOLUTION NO. 09-43

OF THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, ENDORSING APRIL 19-25, 2009 AS ADMINISTRATIVE PROFESSIONALS WEEK, AND APRIL 22, 2009 AS ADMINISTRATIVE PROFESSIONALS DAY

WHEREAS, since 1952, the International Association of Administrative Professionals (IAAP) has recognized the work of office support staff through the observance of Administrative Professionals Week and Administrative Professionals Day; and

WHEREAS, the observance was created as a way to recognize secretaries for their valuable contributions to the workplace, and to encourage students to consider careers as administrative professionals; and

WHEREAS, the IAAP defines administrative professionals as "individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession"; and

WHEREAS, there are more than 4.1 million secretaries and administrative assistants working in the United States, and 8.9 million people working in various administrative support roles; and

WHEREAS, this year, Administrative Professionals Week will be celebrated April 19 - 25, and Administrative Professionals Day will be observed on April 22, under the theme "Excellence in Action":

NOW, THEREFORE, BE IT RESOLVED THAT:

The School Board of Miami-Dade County, Florida, approve Resolution No. 09-43 of The School Board of Miami-Dade County, Florida, endorsing April 19-25, 2009 as Administrative Professionals Week, and April 22, 2009 as Administrative Professionals Day.

A copy of this resolution is placed in the permanent records of this Board.

Presented this twenty-second day of April, A.D. 2009

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

| | CHAIR |
|-----------|----------|
| ATTEST: | |
| Secretary | <u> </u> |