

Ms. Perla Tabares Hantman, Chair

**SUBJECT: REQUEST FOR APPROVAL OF RESOLUTION NO. 12-046 OF
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA,
ENDORING APRIL 22-28, 2012 AS ADMINISTRATIVE
PROFESSIONALS WEEK AND APRIL 25, 2012 AS
ADMINISTRATIVE PROFESSIONALS DAY**

**COMMITTEE: INNOVATION, EFFICIENCY AND GOVERNMENTAL
RELATIONS**

**LINK TO STRATEGIC
FRAMEWORK: STUDENT, PARENT, AND COMMUNITY ENGAGEMENT**

Administrative Professionals Week and Administrative Professionals Day were established in 1952 as "National Secretaries Week" in an effort to recognize secretaries for their contributions in the workplace and to attract people to secretarial/administrative careers. The International Association of Administrative Professionals announced the name change in 2000 to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

This year marks the 60th anniversary of Administrative Professionals Day. Over the decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. It has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars, and individual corporate activities to recognize support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles.

**ACTION PROPOSED BY CHAIR
PERLA TABARES HANTMAN:**

That The School Board of Miami-Dade County, Florida, approve Resolution No. 12-046 of The School Board of Miami-Dade County, Florida, endorsing April 22-28, 2012 as Administrative Professionals Week and April 25, 2012 as Administrative Professionals Day.

**RESOLUTION NO. 12-046
OF THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA,
ENDORING APRIL 22-28, 2012 AS ADMINISTRATIVE PROFESSIONALS WEEK AND
APRIL 25, 2012 AS ADMINISTRATIVE PROFESSIONALS DAY**

WHEREAS, Administrative Professionals Week was originally established in 1952 as “National Secretaries Week” as a way to recognize secretaries for their contributions in the workplace and to attract people to secretarial/administrative careers; and

WHEREAS, in 2000, the International Association of Administrative Professionals announced a name change to “Administrative Professionals Week” and “Administrative Professionals Day” to keep pace with changing job titles and expanding responsibilities of today’s administrative workforce; and

WHEREAS, this year marks the 60th anniversary of Administrative Professionals Day and the theme for 2012 is: *Admins, the pulse of the office*; and

WHEREAS, over the decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. It has become one of the largest workplace observances; and

WHEREAS, today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles;

NOW, THEREFORE, BE IT RESOLVED THAT:

The School Board of Miami-Dade County, Florida, approve Resolution No. 12-046 of The School Board of Miami-Dade County, Florida, endorsing April 22-28, 2012 as Administrative Professionals Week and April 25, 2012 as Administrative Professional Day.

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

Presented this seventh day of March, A.D. 2012

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

CHAIR

ATTEST:

Secretary