

Ms. Maria Teresa Rojas, Chair

**SUBJECT: SCHOOL BOARD ENDORSEMENT OF THE CELEBRATION OF APRIL 23-30, 2023, AS ADMINISTRATIVE PROFESSIONALS WEEK AND APRIL 26, 2023, AS ADMINISTRATIVE PROFESSIONALS DAY IN MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**COMMITTEE: PERSONNEL, STUDENT, SCHOOL & COMMUNITY SUPPORT**

**LINK TO STRATEGIC PLAN: HIGHLY EFFECTIVE TEACHERS, LEADERS, & STAFF**

Administrative professionals are often organizational talents, quietly but significantly ensuring colleagues hit their marks and come together at the right time. At the executive level, great executive assistants minimize the task load of the leaders they support while advancing the organization's mission.

To appreciate and celebrate the contributions these professionals bring to their organizations, the International Association of Administrative Professionals (IAAP) established National Secretaries Week in 1952, which was renamed Administrative Professionals Week in 2000. In the United States (U.S.), Administrative Professionals Week is the last full week of the month of April, and Administrative Professionals Day is observed on the Wednesday of that week. This year, Administrative Professionals Week is celebrated April 23-30, 2023, and Administrative Professionals Day is observed Wednesday, April 26, 2023.

There are more than 3.4 million administrative assistants and secretaries working in the U. S., according to the Bureau of Labor Statistics. The work of administrative professionals generally highlights interpersonal and written communication skills, as well as organizational abilities. Their responsibilities may include fielding calls and emails, coordinating travel, meetings, and calendars, crafting presentations, managing office budgets, social media, and overseeing a wide variety of day-to-day office needs. The work they do often holds the school district's operations together, and in the case of executive assistants, what keeps their administrators centered on the vision and mission of M-DCPS.

Executive assistants, administrative professionals, and secretaries have been indispensable resources in Miami-Dade County Public Schools for decades. While their work should be acknowledged and appreciated regularly, one week and one day a year offers the opportunity to shine a spotlight for their excellence and work ethics.

This item has been reviewed and approved by the General Counsel's Office as to form and legal sufficiency.

**ACTION PROPOSED BY CHAIR**

**MS. MARIA TERESA ROJAS:** That The School Board of Miami-Dade County, Florida, approve the endorsement of the celebration of April 23-30, 2023, as Administrative Professionals Week and April 26, 2023, as Administrative Professionals Day in Miami-Dade County Public Schools.