

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ADMINISTRATIVE ASSISTANT AND SECRETARY ACADEMY



The Office of Professional Learning and Leadership is excited to announce the application process for the **2024-2025 Prince George's County Public Schools (PGCPS) Administrative Assistant and Secretary Academy.**

The *Administrative Assistant and Secretary Academy* provides an outstanding opportunity for you to engage in experiential activities designed to enhance your knowledge, skills, and abilities in the field.

Step 1: Click **Application** to access the application form which must be submitted by the applicant.

Step 2: Click **Recommendation** to access the electronic recommendation form that must be completed and submitted by the current principal or supervisor.

Next Steps: All interested applicants must complete steps 1 and 2 by November 1, 2024. Applicants will be notified by November 13, 2024 whether they have been selected for the academy.



For additional information, please contact: Dr. Nicole Wall in the Office of Professional Learning and Leadership at Nicole.wall@pgcps.org or call 301-749-5238, x45515

Learning Goals :

"Building a High Performing Workplace"

"Building the Capacity of Staff through Professional Development"

"Enhancing skills and progressing in your career to have a tremendous impact on student achievement"



The application submission deadline is:

**November 1, 2024
5:00 PM EST**

*To apply, you must currently be a PGCPS Administrative Assistant or a Secretary