



Service...Above and Beyond

"Being the secretary means you're usually the first person to be seen by the public who come to the schools, and your professional behavior in the office and over the telephone puts the school's best foot forward every day."

*-Nancy Herring,
Secretary/Bookkeeper*

Fees:

Level 1: \$700 for up to three people

Administrative Assistant names for attending Paraprofessional Summit:

***Level 2:**

Specify # of days _____

CESA contact made with _____

For more information:

Jessica Sloan
(608) 786-4848
jsloan@cesa4.org

Administrative Assistant/Secretarial Network

*In order to offer the highest level of customer support, days purchased in this package must be designed in partnership with the consultant listed below **prior to submitting this contract page.**

Jessica Sloan jsloan@cesa4.org

The CESA #4 Administrative Assistant/Secretarial Network offers opportunities for professional development, collaboration, and support. A professional learning community of administrative assistants/secretarial staff provides opportunities to positively improve the office environment, records management, communication, and knowledge and understanding of DPI and state requirements. Administrative assistants and office staff are the first people students, parents, community members, and teachers interact with upon entering the school. These important positions provide multidimensional assistance and care to all within the educational environment.

Level 1 - Basic Service

Administrative Assistant/Secretarial Network

- Two Administrative Assistant/Secretarial Network Sessions at CESA #4 (Fall, Spring). Each session is half day.
 - Data Privacy and Confidentiality training
 - Three **one-day seats** at the Paraprofessional Summit, scheduled August 21 and 22, 2018

***Level 2 - Customized On Site Administrative Assistant/Secretarial Professional Development**

1 – 10 days @ \$750 per day
11 – 25 days @ \$700 per day
Over 26 days @ \$650 per day

School District of: _____

Signature: _____

Date: _____