

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #238 (2007-2008)

April 14, 2008

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: A RESOLUTION IN SUPPORT OF ADMINISTRATIVE
PROFESSIONALS DAY - APRIL 23, 2008

ASD Goal: Establish and maintain a supportive and effective learning environment by collaborating with other community agencies to maximize opportunities for lifelong learning.

RECOMMENDATION:

The Administration recommends the Anchorage School Board approve and adopt the attached resolution in support of the Administrative Professionals Day, April 23, 2008.

PERTINENT FACTS:

Millions of people around the world work in offices where administrative professionals are the oil in the engine of a smoothly run organization. Secretarial and administrative assistant jobs are among the largest occupations in the U.S. economy, employing more than 4.2 million workers in 2006, according to the U.S. Department of Labor. The International Association of Administrative Professionals has established Administrative Professionals Day to recognize the contributions of these employees in the workplace. These valued employees deserve our thanks and appreciation year-round, and especially on April 23, Administrative Professionals Day.

CC/ME/TW

Attachment

Approved by: Michelle Egan, Communications Director

Prepared by: Terry Wilson, Communications Specialist

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**A RESOLUTION FOR THE PROCLAMATION OF THE
ADMINISTRATIVE PROFESSIONALS DAY:**

WHEREAS, Professional Secretaries Day was introduced more than 50 years ago to celebrate secretarial pride in performance; and

WHEREAS, Professional Secretaries International, which sponsors the event, changed its name to Administrative Professionals International, to reflect the changing responsibilities and nature of the profession; and

WHEREAS, an administrative professional is an individual who possesses a mastery of office skills, carries out a wide variety of tasks in diverse office settings, demonstrates the ability to assume responsibility, exercises initiative and judgment and makes decisions within the scope of assigned authority; and

WHEREAS, an administrative professional is the person upon whose skills, loyalty and efficiency the functions of many Anchorage School District facilities depend;

NOW, THEREFORE BE IT RESOLVED that the Anchorage School Board designated April 23, 2008 as Administrative Professionals Day in the Anchorage School District and asks all its employees to join together in honoring and recognizing the district's clerical, administrative and support staff for their dedication, effectiveness and hard work.

PASSED AND APPROVED this 14th Day of April 2008.

ANCHORAGE SCHOOL BOARD

Tim Steele, President

Mary Marks
Macon Roberts
Chris Tuck

Jeff Friedman
Crystal Kennedy
John Steiner

Carol Comeau, Superintendent