

# Prince George's County Public Schools Administrative Assistant and Secretary Academy



The Office of Professional Learning and Leadership and The Office of Employee Performance are excited to announce the application process for the 2022-2023 Prince George's County Public Schools (PGCPS) *Administrative Assistant and Secretary Academy*. To apply, you must currently be a Secretary or Administrative Assistant.

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.



The application submission **deadline** is:  
**October 14, 2022**  
**11:00 PM EST**

**Step 1:** Click [Application](#) + Ctrl to access the application form which must be submitted by the applicant.

**Step 2:** Click [Recommendation](#) + Ctrl 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 October 14, 2022. Applicants will be notified by **October 21, 2022** whether they have been selected for the academy.

For more information, contact Nicole Wall in the Office of Professional Learning and Leadership at [Nicole.Wall@pgcps.org](mailto:Nicole.Wall@pgcps.org) or call 301-749-5238, x45515 or Dr. Michael Brooks in the Office of Employee Performance at [michael2.brooks@pgcps.org](mailto:michael2.brooks@pgcps.org) or call 301-952-6240, x41633.



*"Building a High Performing Workforce"*

*"Building the Capacity of Staff through Professional Development"*

*"Making better decisions, becoming better problem solvers, learning new skills, and progressing in your career to have a tremendous impact on student achievement"*

**Location: On-Line**