

# Career Pathways Program

November Newsletter

Office of Human Resources and Development

PREPARE. PLAN. DETERMINE. DISCOVER.

## SUPPORT PROFESSIONAL TO TEACHER PATHWAYS

In the near future, MCPS will be announcing new partnerships for support professionals interested in pursuing teaching certification. We will also be organizing an information session in January where support professionals will be able to find out all of the details about current and new teacher pathway partnerships. If a future in teaching is something for you, sign up on PDO, course #87005. The specific date and time will be announced in December. Below are dates for upcoming information sessions for current teacher pathway partnerships.

### Upcoming Teacher Partnership Information Sessions:

Johns Hopkins SET-IT in Special Education  
Tuesday, November 21, 2017, 4:00 p.m.  
Columbia Campus, JHU  
Contact Dr. Laurie deBettencourt at [debetten@jhu.edu](mailto:debetten@jhu.edu) for more information.

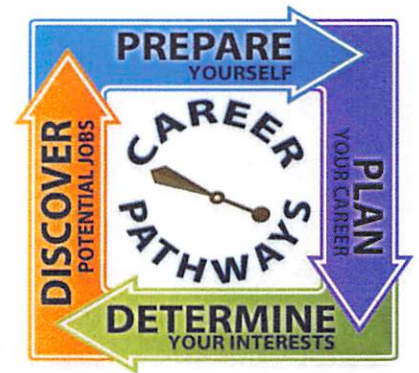
### Additional Information about Partnership Opportunities:

<http://www.montgomeryschoolsmd.org/departments/personnel/teacherprep/>

## OPERATIONAL CAREER ADVANCEMENT OPPORTUNITIES

We are currently working to develop a plan to address the needs of support professionals interested in advancing their careers outside of the teaching profession. More information will be shared in upcoming newsletters.

For more information, contact Nathalie Bourdereau, Career Pathways Program Specialist, at 301-279-3270 or [Nathalie\\_C\\_Bourdereau@mcpsmd.org](mailto:Nathalie_C_Bourdereau@mcpsmd.org)



## Announcements

- ✚ The new paraeducator orientation was a huge hit! Thank you to everyone who attended.
- ✚ While Ms. Nathalie C. Bourdereau, career pathways program specialist, is on leave, please feel free to contact Mrs. Angie L. Fish, coordinator at [Angie L Fish@mcpsmd.org](mailto:Angie_L_Fish@mcpsmd.org) if you have any questions regarding Career Pathways.
- ✚ Check out pages 3 and 4 of the newsletter for a detailed listing of professional development opportunities for support professionals!
- ✚ If you are currently enrolled in a teacher preparation program or partnership and have questions regarding your work schedule and student teaching placement, please feel free to reach out to us.

CAREER ADVANCEMENT PATHWAY  
SPOTLIGHT: ELMORE "MOE" HOLLAND

Elmore "Moe" Holland is currently the Maintenance Electrician II at the Randolph Depot. He began his career in building services shortly after graduating high school in 1968. During this time, he attended Montgomery Junior College for a while but then had to quit working when he was drafted into the Army in 1970.

After completing his military obligation, he returned to MCPS and continued working his way through college. While working at Strathmore Elementary School, the building services manager signed him up for boiler training, a pre-requisite for promotion, because he thought Moe would be an effective supervisor one day. Moe completed the boiler training as well as several other leadership courses offered through building services, and he was ultimately promoted to Building Services Manager. Moe said, "When I arrived at Paint

Branch High School as Building Services Manager, I knew that was where I was supposed to be." While at Paint Branch High School, Moe shared that one of the biggest honors he received was when he was selected to be the graduation keynote speaker for the class of 1993.

Over the years, Moe continued to grow and develop in this position and even shadowed a maintenance repairman. This was when his interest in the field of electricity was sparked. In 1992, he began a four year MCPS approved apprenticeship program with Metropolitan Electrical Contractor Association. He went on to pass the electrical knowledge and skills test and was promoted to Maintenance Electrician I in 1997, a position he served in until 2011 when he was promoted to Maintenance Electrician II. When asked about his journey, Moe shared, "It has been great to be able to pursue my interests and to be able to work with some outstanding people throughout my career."



"If you want something bad enough, go out and give it your all!  
Throughout my career, I have been encouraged to advance, which  
means someone saw something worthwhile."

~Elmore "Moe" Holland

## Career Development

- Career Assessment (3 hours), Course #53747
- Supporting Services: Developing a Professional portfolio (3 hours), Course #50712
- Future Leaders Series: Preparing for Promotion (8 hours), Course #64469
- School Finance Workshop for Aspiring Financial Agents (3 hours), Course #52631
- Understanding Financial Aid (3 hours), Course #53748

## Supervisory Training

- Creative Problem Solving for Supervisors (3 hours), Course #50708
- Effective Writing (12 hours), Course #50713
- Fundamentals of Supervision (12 hours), Course #85290
- Future Leaders Series: Preparing for Promotion (8 hours), Course #64469
- Giving and Receiving Feedback (4 hours), Course #53756
- Project Management (12 hours), Course #85293
- Respectful Supervision (8 hours), Course #86780
- Say the Right Thing the First Time: Communication Strategies for Supervisors (4 hours), Course #53869
- Time Management for Supervisors (2 hours), Course #86906
- Transitioning from Staff Member to Supervisor (3 hours), Course #85299
- Workplace Etiquette and Professionalism(2.5 hours), Course #54220
- Writing for Business (3 hours), Course #85300

## Communications and Interpersonal Skills

- Clear and Concise Communication (3 hours), Course #86390
- Communicating Services Across Cultural Lines (3 hours), Course #54219
- Supporting Services: Giving and receiving Feedback (4 hours), Course #53756
- How to Keep Your Cool: Leveraging Your Emotional Intelligence, Course #86282
- Interpersonal Communications for the Professional (3 hours), Course #85292
- Personalities and Communication in the Workplace (3 hours), Course #74727
- Positive Communication: Real Life Strategies for Dealing with Conflict (3 hours), Course #86283
- Say the Right Thing the First Time: Communication Strategies for Supervisors (4 hours), Course #53869
- Working with You is Killing Me: Freeing Yourself from Emotional Traps at Work (4 hours), Course #85874
- Workplace Etiquette and Professionalism (2.5 hours), Course #54220

## Secretarial Skills

- Balancing Your Time in a Fast Paced Environment (2 hours), Course #86281
- Business English Grammar (6 hours), Course #50702
- Communicating Services Across Cultural Lines (3 hours), Course #54219
- Effective Writing (12 hours), Course #50713
- Excel: Charting Data (3 hours), Course #85442
- Five Steps to Getting Started in Google Docs (3 hours), Course #86622

- Introduction to Excel (6 hours), Course #85898
- Intermediate Excel (6 hours), Course #85180
- Ten Ways to De-stress Your Life (3 hours), Course #86339
- Word for Secretaries: Tabs, Tables, and Graphics (3 hours), Course #85894
- Word for Secretaries: Mail Merge, Templates, and Fill-in Forms (3 hours), Course #85895
- Workplace Etiquette and Professionalism (4 hours), Course #54220

## Customer Service

- The Challenging Customer (3 hours), Course #50704
- Communication Services Across Cultural Lines (3 hours), Course #54219
- Delivering Unbeatable Customer Service (3 hours), Course #50711
- How to Keep Your Cool: Leveraging Your Emotional Intelligence (3 hours), Course #86282
- Providing Services to County Residents (3 hours), Course #85294
- Workplace Etiquette and Professionalism (2.5 hours), Course #54220
- Ten Ways to De-stress Your Life (3 hours), Course # Course #86339

## Computer Training

- Introduction to Computer Training for Beginners (4 hours), Course #85892

- Essentials of Word (4 hours), Course #85435
- Word for Secretaries: Tabs, Tables, and Graphics (3 hours), Course #85894
- Word for Secretaries: Mail Merge, Templates, and Fill-in Forms (3 hours), Course #85895
- Introduction to Excel (6 hours), Course #85898
- Intermediate Excel (6 hours), Course #85180
- Excel: Charting Data (3 hours), Course #85442
- Five Steps to Getting Started in Google Docs (3 hours), Course #86622

## Paraeducator Training

- Paraeducator Career Ladder (18 hours), Course #53186
- Google Apps for Education on Chromebooks for Paras (2.5 hours), Course #85542
- Promethean Training for Paras – Beginner (2.5 hours), Course #85360
- Promethean Training for Paras – Intermediate (2.5 hours), Course #85361
- C2.0 Through a UDL Lens for ES Paras (2 hours), Course #85555
- C2.0 Through a UDL Lens for SEC Paras (2 hours), Course #85556
- Supporting the Adolescent Learner (MS Paras) (3 hours), Course #86946
- Math Strategies for ES Paras (4 hours), Course #86985
- Algebra Course Content Preview for Paras (HS Paras) (4 hours), Course #TBD