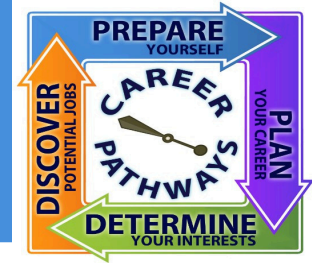# Career Pathways
Presents

A series of professional learning opportunities will be offered to supporting services employees on March 31, 2025. **Register on PDO!**

Grow Your Career With MCPS

This training is for supporting services employees and will cover where to find training opportunities in MCPS, an overview of the services provided by the Career Pathways Program, and long-range career planning activities.

PDO Course 92883

Resume Writing

In this 2 hour session, participants will learn best practices for writing resumes and cover letters as well as how to use MCPS Careers effectively.

The target audience for this training session is current supporting services employees.

PDO Course 91979

Interviewing Skills

This interactive session equips participants with key interviewing skills to boost confidence and effectiveness. It covers essential techniques, common questions, mock interviews, and best practices for making a strong impression. Ideal for those preparing for a new role or refining their skills.

PDO Course 93180

Intro to Spanish

This session introduces basic Spanish phrases and communication strategies to enhance interactions with MCPS families. It focuses on effective communication, not language acquisition.

Target Audience: MCPS supporting services staff who are the first point of contact (e.g., school secretaries, office assistants).

PDO Course 91980

NEW

AI for Instructional Support Staff

This two-hour professional learning opportunity is designed for instructional support staff, including paraeducators, media assistants, and other education support professionals.

Participants will receive a brief overview of the history of artificial intelligence (AI), explore emerging guidelines and regulations at the federal and district levels, and observe live demonstrations of AI tools in action. Additionally, attendees will learn practical strategies for integrating AI to enhance instruction and support student learning. This session will provide valuable insights into the evolving role of AI in education and its potential to transform teaching and learning practices.

PDO Course 93181

If you require accommodations to participate in this training, please contact the instructors at least one week before the training date.