



Career Pathways Program

Office of Human Resources and Development

PREPARE. PLAN. DETERMINE. DISCOVER

CAREER PATHWAYS WEBSITE

“The best way to predict the future is to create it.”

Abraham Lincoln



Whether you have an idea of what you're looking for, or if you are just exploring, the Career Pathways Program website has a searchable database that contains detailed descriptions of every job within MCPS, along with pay grade, job requirements, and other characteristics about each job. Check out more on the website by searching on the MCPS home page for Career Pathways Program.



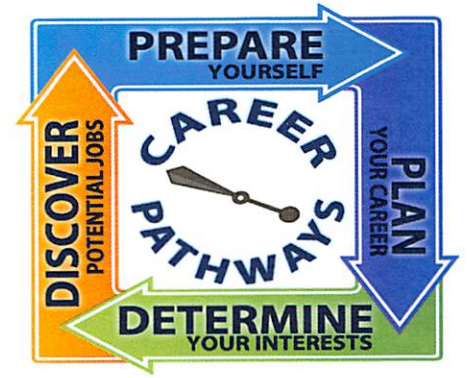
The Career Pathways Program website is on MyMCPS and will automatically sign you in if you are on an MCPS computer. If you are not on an MCPS computer, you will need to sign in using your Outlook username and password.

There also is a user feedback survey on the tool bar across the top of the screen. Please feel free to search the website and then offer your feedback. The Career Pathways Program looks forward to upgrading the website during 2019–2020, and your comments will be helpful in guiding that upgrade.

If you are interested in discussing your future career plans, please contact Nathalie Bourdereau for an appointment at 301-217-5115 or by e-mail at Nathalie_C_Bourdereau@mcpsmd.org.

Career Pathways Program Website:

<https://mymcps.mcpsmd.org/sites/Career/Pages/default.aspx>



Upcoming Events

Holidays in January

- ❖ Schools & offices are closed on January 1
- ❖ No school for students and teachers and offices are closed on January 21
- ❖ Early release day for students on January 25
- ❖ No school for students and teachers on January 28



STUDENT DEBT RELIEF FUND

Per December's newsletter, the Student Debt Relief Fund is available to all eligible support professionals who meet the required criteria.

The 2019 application period will begin on February 15, 2019. See the next page for the required workshop postings.

More Important News

UPCOMING TRAINING OPPORTUNITIES

Understanding Financial Aid

January 31, 9 a.m.–noon, CTI Classroom 1

Do you or a family member need money to attend college? This workshop will explain the process to complete the Free Application for Federal Student Aid (FAFSA). You also will learn which type of grants, scholarships, and loans you may qualify for when completing the FAFSA. You will have an opportunity to complete the FAFSA online at this training. Bring your latest tax return and permanent resident number (if applicable) to complete the FAFSA online. If you are interested in discovering more about college financial aid for an immediate family member (i.e. your child), you must bring his or her social security number or permanent resident number, date of birth, and the most recent tax return to complete the online FAFSA forms.

Course # 53748

How to Become a Teacher

February 28, 4:30–6:30 p.m. OHRD, Maple Room
(Snow date is March 7, 2019)



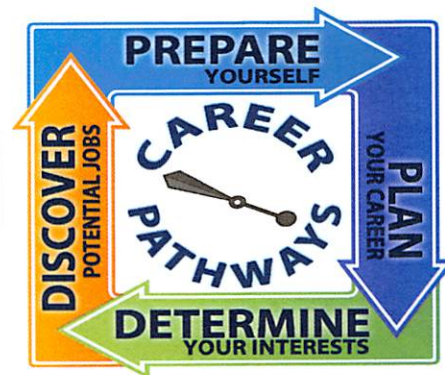
In a two-part series, participants will examine the commitment MCPS has for support professionals who want to become teachers, understand the Maryland State Department of Education certification process, explore the various degree pathways for teacher certification, and learn about the specific MCPS offices and departments that collaborate for employees pursuing careers in teaching. **Course # 87524**

School Finance Workshop for Aspiring Financial Agents

March 18, 9 a.m.–noon URSC, Room 3 F

This class will deliver an overview of the roles and responsibilities of the school financial agent and basic management of funds. Who are school financial agents? School financial agents are principals, school business administrators, school financial specialists, elementary school administrative secretaries, and any assistant principals or other support professionals involved in the handling/management of Independent Activity Funds.

Course # 52631



SEIU Debt Relief Fund

In the last newsletter the details of the SEIU Student Debt Relief Fund were outlined. Below is a list of the required upcoming workshops. You only need to attend **one** workshop.

*If you applied last year, you do not need to attend another workshop, but you must reapply for the fund.

January 17, 6:00–7:30 p.m.

SEIU Local 500 Office
MCEA Conference Center
12 Taft Court, Room C
Rockville, MD

January 23, 6:00–7:30 p.m.

Gaithersburg Library
18330 Montgomery Village Avenue
Gaithersburg, MD, Large Room 1

January 29, 6:00–7:30 p.m.

White Oak Community Library
11701 New Hampshire Avenue
Silver Spring, MD

February 6, 6:00–7:30 p.m.

Quince Orchard Library
15831 Quince Orchard Road
Gaithersburg, MD

February 12, 6:00–7:30 p.m.

SEIU Local 500 Office
MCEA Conference Center
12 Taft Court, Room C
Rockville, MD



CAREER ADVANCEMENT PATHWAY SPOTLIGHT: MONIQUE RIDDICK

Monique Riddick, school business administrator at Seneca Valley High School, has been employed by MCPS since 2002.

What was your first position with MCPS? I started in the county as a substitute secretary. My first permanent position was as an attendance secretary at Argyle Middle School.

What was your pathway to your current position? While working as the attendance secretary at Argyle Middle School, the financial assistant took a professional leave of absence. I worked as the summer school secretary and the substitute financial assistant. By the end of the summer, the financial assistant position was vacated. I applied and began my financial career with the county. After serving on several committees and helping lead the financial assistants PLC, I moved into the Office of Organizational Development as a professional growth consultant (PGC). After serving as a PGC for five years, I became a school business administrator.



Why did you choose MCPS as an employer? The guidance secretary at my son's school recommended that I work for the county. After substituting as a secretary, I found that working with students in an educational setting was my calling. Getting to know the students and their families made coming to work a joy!

How do you encourage employees to build their careers in MCPS? Employees should take advantage of all the professional development available. They also should take control of their careers by serving on the various labor management committees, participating in focus groups, and taking advantage of leadership development opportunities.

What is the most rewarding part of your position in a school? The most rewarding aspect of my job is finding ways to provide resources for the staff and students to help them be successful. On graduation day, when students walk across the stage and shake my hand, I know it has been a job well done.

What was the best training you've taken? The best training I have taken at MCPS was Facilitative Leadership. It helped to build my leadership skills and trained me to be more effective and efficient.