

CAS Administrative Assistant of the Year

The Administrative Assistant of the Year Program, sponsored annually by the Connecticut Association of Schools, is designed to bring recognition to the valuable work that secretaries and administrative assistants do in our schools. The program recognizes outstanding school administrative assistants who have succeeded in providing high quality performance in a variety of workplace settings. These administrative assistants have demonstrated excellent leadership, commitment to staff and students, service to their communities, and contributions to the overall school experience.

Criteria

Candidates should demonstrate success in the following areas:

Quality of Work, Dependability and Collaboration

- Consistently produces the highest quality of work in an efficient manner meeting all deadlines
- Communicates effectively orally and in writing
- Shows initiative and willingness to learn new techniques relating to job description
- Provides direction or focus to achieve the school's goals as a member of the school's staff
- Models continuous professional growth
- Assists others in professional development that focuses on workplace productivity
- Balances management tasks with an eye on teamwork
- Utilizes effective problem-solving and sound judgment techniques
- Performs a multitude of tasks with little or no supervision

Personalization and Relationships

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Creates a positive atmosphere in all interactions with others
- Adapts well to the needs of the public when confronted with new and unusual situations
- Models values, beliefs, and attitudes that inspire others to higher levels of performance
- Assists in developing and maintaining dialogue with representatives of diverse community groups

All candidates must work in a CAS member school and have at least three years of experience as an administrative assistant (or the equivalent thereof).

Letters of nomination, with supporting evidence and results, not to exceed three pages, are welcomed from any member of the school / community of a CAS member school.

To apply: send via mail, email, fax a letter of nomination to the attention of Dave Maloney, Assistant Executive Director, 30 Realty Drive , Cheshire, CT 06410; dmaloney@casciac.org; Fax 203-250-1345.

The deadline for submission for the 2014 Administrative Assistant of the Year nomination is March 14, 2014. The winner will be chosen by the CAS Administrative Assistant Committee and announced at the annual conference on April 25, 2014.