The Connecticut Association of Schools will make every attempt to hold the seminar as scheduled, taking into account forecasted weather, as well as the travel of the speakers and participants. A decision will be made if weather is problematic by noon of the day before the seminar. Notice will be posted on the CAS website, www.casciac.org, or you may call the CAS office at (203) 250-1111.

- Cancellations must be received by April 8, 2016
- Cancellations received after April 8, 2016 will still be responsible for the registration fee
- There will be no refunds after April 8, 2016

Directions

Aqua Turf Club
556 Mulberry Street, Plantsville, CT 06479
(860) 621-9335

I-84 from Waterbury - Exit 28, take right onto Rte 322. Go straight, take left at car wash onto Old Turnpike Rd. At first stop sign, take right onto Mulberry St. Club is 1/2 mile on the right.

I-84 from Hartford - Exit 29. Go straight onto Mulberry St. Club will be on your right approx. one mile down the road.

From I-91 or the Merrit Parkway - Take Route 691 West toward Waterbury, Exit 4, take a right. At the bottom of the hill (McDonald’s on the corner), take a right onto South End Rd. Follow until you come to Mulberry St on the left, the Club is 1/4 mile down on the left.
Schools are invited to nominate an administrative assistant who has demonstrated excellent leadership, commitment to staff and students, service to their community, and a contribution to the overall school experience for the 2016 Administrative Assistant of the Year recognition program.

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
- 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

### 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

To apply send nominations to:
Dave Maloney, Assistant Executive Director, CAS, 30 Realty Drive, Cheshire, CT 06410
dmaloney@casciac.org; Fax 203-250-1345

**Deadline for Submission**
April 6, 2016