



## Admin Professional's Day and Week

The Board of Education  
Pittsburg Unified School District  
**Resolution 18-48**

**Whereas**, the week of April 22 through 26, 2019, has been designated as Administrative Professionals Week;

**Whereas**, the day of April 24, 2019 has been designated as Administrative Professionals Day;

**Whereas**, Administrative Professionals are the backbone of the school and district organization. They are the link between parents, teachers and administrators; and

**Whereas**, Administrative Professionals complete a variety of tasks including accounting, scheduling appointments, maintaining administrative calendars, and caring for students and staff. They maintain attendance records, answer the phones, pay the bills, and communicate with parents, community members and staff; and

**Whereas**, Administrative Professionals ensure that school staff and district staff have the information and materials to do their jobs effectively; and

**Whereas**, Administrative Professionals are the face of the school and district and are usually the first contact that parents and community members have with our school district. It is through them that community members and parents form positive impressions of our schools and the work that is accomplished in the district; and

**Whereas**, Administrative Professionals keep pace with advances in computer, phone and document reproduction technology in order to better perform their duties; and

**Whereas**, Administrative Professionals listen to students, parents, community members as well as staff members and guide them in finding resolution to their concerns; and

**Whereas**, Administrative Professionals are the lifeblood of the everyday flow of activity in the school and district offices. Administrators, teachers, other classified staff, students, parents, and community members depend on our Administrative Professionals on a daily basis;

**Resolved**, that the Pittsburg Unified School District's Board of Trustees does hereby recognize Administrative Professionals Week, April 22-26, 2019 and Administrative Professionals Day, April 24, 2019.

**Be It Further Resolved**, That the Board of Education directs the Superintendent to post a copy of this resolution at each School Site; and

**Passed and Adopted**, on February 6, 2019 at a regular meeting of the Board of Education by the following vote:

AYES: 3  
NOES: 0  
ABSTAIN: 0  
ABSENT: 2

Duane Smith, Board President