



Admin Professional's Day and Week

The Board of Education
Pittsburg Unified School District

Resolution 20-29

Whereas, the week of April 18 through 24, 2021, has been designated as Administrative Professionals Week;

Whereas, the day of April 21, 2021 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 18-24, 2021 and Administrative Professionals Day, April 21, 2018.

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 April 28, 2021 at a regular meeting of the Board of Education by the following vote:

AYES: 5
NOES: 0
ABSTAIN: 0
ABSENT: 0



Duane Smith, Board President