



The School Secretaries Conference was originally developed by VASSP in 1986. This conference was designed by principals and secretaries in order to provide the best program for one of the most important employees in the school building. A school secretary's persona and office skills are essential to the effective administration of the school.

The format and subject matter of our popular conference have been copied by other state associations in Virginia and throughout the United States -- a leading indicator that there is an obvious need to address the importance of these key individuals in the school office.

Approximately 6,900 school secretaries and central office secretaries have now attended - time and again - this conference just for them. VASSP's format and topics are developed each semester by a team of principals and school secretaries based on stated needs of what principals want and what

*For room reservations, call 800.442.3654 and mention that you will be attending the VASSP School Secretaries Conference in order to get the special conference rate of \$79.00 - single or double - plus 10% tax and a \$2.00 occupancy tax. To contact the Williamsburg Marriott Hotel, call 757.220.2500. **Hotel registration deadline is March 16, 2009;** however, attendees should make their room reservations immediately to avoid disappointment.*

**REGISTRATION
Deadline:
March 12, 2009**



Virginia Association of Secondary School Principals
Virginia Foundation for Educational Leadership
4909 Cutchaw Avenue
Richmond, VA 23230

ATTENTION: SCHOOL SECRETARY

Non-Profit Org.
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Richmond, VA

VASSP/VFEL
Professional Program Series

SCHOOL SECRETARIES CONFERENCE

(K-12)



March 26-27, 2009

Marriott Hotel
50 Kingsmill Road

Williamsburg, Virginia

A professional conference for one of the most important employees in the school building.

In the hectic, fast-paced and demanding public school environment, school secretaries are facing mounting pressures on the job, as well as the growing need to find a better balance between work and home. Add the challenges of having to do more with less in increasingly difficult times, and it's no surprise that school secretaries / administrative assistants are more stressed than ever before.

Your success depends upon effectively partnering with the school principal. You play a significant role in the administration of the school and are often called upon to communicate, plan, organize, negotiate and participate in decision making. Most of you also have daily contact with teachers, students, parents, and school visitors. You are the first person anyone meets and are the gatekeeper of the school. Your image as a confident, personable, knowledgeable professional is crucial to the school principal's successful leadership of the school. Your ability to manage time and stress and utilize effective information-sharing strategies is essential to your job.

Attendees will: **Identify** the worst time thieves and how to control them; **Find out** how to control paperwork and time-consuming interruptions; **Learn how** to prioritize your workload and avoid procrastination; **Realize** the negative toll that stress takes on your body, mind, and daily productivity; **Incorporate** ten strategies that will immediately enable you to handle stress and stay focused; **Utilize** effective information-sharing strategies; and **Discover** how humor and laughter can be valuable tools for combating stress and putting your life in balance.

PRELIMINARY AGENDA

THURSDAY, March 26, 2009

12:00 p.m. - 1:30 p.m. Registration
 1:30 p.m. - 5:00 p.m. Topical Seminars
 6:15 p.m. - 7:00 p.m. Reception
 7:00 p.m. - 9:00 p.m. Banquet

FRIDAY, March 27, 2009

7:30 a.m. - 9:00 a.m. Buffet Breakfast
 9:00 a.m. - 12:30 p.m. Topical Seminars
 12:30 p.m. - Adjournment

Participants are advised to wear a sweater during the conference meetings as the room temperature may vary.

ABOUT THE CONFERENCE PROGRAM LEADERS

Heading the seminars are Bob Losyk and Dr. Bill Boshier. Bob is an international speaker, consultant, and author who began his career as a secondary school teacher, department head and guidance counselor. Bob is Founder and President of Innovative Training Solutions in Greensboro, North Carolina. He is also author of the highly successful book, *Get a Grip! Overcoming Stress & Thriving in the Workplace*. He has appeared on national TV shows such as Fox News and CBN's "Newswatch Today" and on several nationally-syndicated radio shows.



Dr. Bill Boshier is executive director of the Commonwealth Educational Policy Institute and distinguished professor in the School of Education and the Center for Public Policy at Virginia Commonwealth University. His educational leadership experiences in Virginia are legendary -- VCU Dean, State Superintendent of Public Instruction, and Division Superintendent in both Henrico and Chesterfield Counties.

Other presenters will include VASSP Executive Director Dr. Randy Barrack and Dr. Roger Jones. Randy convinced the school principals back in 1986 to begin offering annual conferences to the "most strategically important person in the school to ensure office efficiency and support for the principal." Roger is VASSP's *standard-bearer* on school law and will cover a brief cornucopia of everyday issues experienced by school office staff.

REGISTRATION FORM
School Secretaries Conference

Name _____
 First Name for Badge _____
 School Name _____
 School Address _____

 School Division _____
 School Phone (_____) _____
 Home Address _____

Registration Fee: \$200

(includes two meals, breaks, instruction, and all conference materials)

Payment Method: (please check one)

1. Check Enclosed \$ _____
(make check payable to VASSP)
2. Purchase Order Enclosed # _____
(completed P.O. must be attached with your registration)
3. Charge # _____
 Cardholder Name _____
 Billing Address _____

 Exp. Date _____
(check one) MC Visa

REGISTRATION DEADLINE:

March 12, 2009

No refunds for cancellation after
 March 12, 2009.
 Substitutions are permissible.

Mail completed form with payment to:

**VASSP, 4909 Cutshaw Avenue,
 Richmond, VA 23230**

Phone 804.355.2777 ~ Fax 804.355.4262