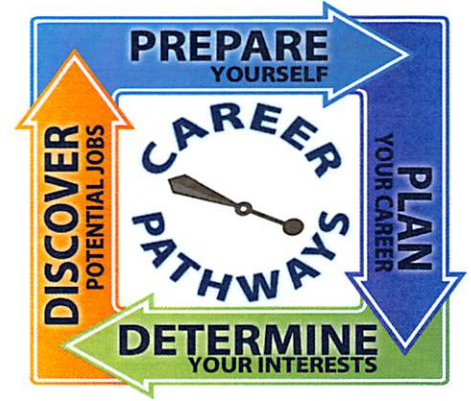




April Newsletter

# Career Pathways Program

Office of Human Resources and Development  
PREPARE. PLAN. DETERMINE. DISCOVER.



## INTEREST MEETING

### University of Maryland—Master of Education (CITE Program)

**Who:** Support professionals with a bachelor's degree who want certification in elementary education with ESOL or special education focus

**When:** May 9, 2018, from 4:30–5:30 p.m.

**Where:** 45 West Gude, Maple Room—Course #8694



## UPCOMING TRAINING OPPORTUNITIES

### Future Leaders Series: Preparing for Promotion

May 1, 8, 15, & June 5, from 4:30 p.m. to 6:30 p.m.  
45 W. Gude, Maple Room

The purpose of this series of four 2-hour sessions is to provide participants with an opportunity to explore supervisory options within MCPS, examine what is expected of MCPS leaders and supervisors, learn how managers and supervisors got where they are, sharpen interview skills, learn how to create effective resumes and cover letters, and learn how to use MCPS Careers successfully.  
Course #64469

### Working with You is Killing Me!

May 10, 8:30 a.m. to 12:30 p.m.  
URSC, Room 3 F

This class focuses on the importance of interpersonal relationships with your coworkers and how to avoid destructive patterns that can develop. Learn how to “unhook” yourself from difficult interpersonal situations at work and set healthy boundaries.  
Course #85874

When you register for training, be sure to check with your supervisor if you plan to attend training that will take place during work hours.

MCPS has six partnerships for support professionals to become certified teachers with MCPS. Check out the Higher Partnership website for more information!

On April 5, 2018, a survey was sent to all support professionals. The survey will provide OHRD with information to begin creating the next steps needed to assist employees who are interested in a life-long career with MCPS but not as a teacher.





## CAREER ADVANCEMENT PATHWAY SPOTLIGHT: CAROL SIMPSON

*Carol Simpson, food services supervisor, is one of six food services supervisors in the Division of Food and Nutrition Services (DFNS) responsible for multiple school cafeteria operations and assisting the six field service managers. Carol began her career with MCPS as a permanent substitute and has built a successful 21-year career in MCPS.*

What was your first position with MCPS?

I started with MCPS as a permanent substitute "perm sub" manager. This is a position where you travel to different schools to fill in when the manager is out on leave. Sometimes you're there for just one day and sometimes it's a few weeks. My degree is in home economics, and I have always been interested in food and nutrition. I knew that if I could get my foot in the door with MCPS, I could build a great career.



What was your pathway to your current position?

After becoming a "perm sub," I've held a variety of positions in DFNS. I was the cafeteria manager at Tilden Middle School for 2 1/2 years. Then, I applied and got the position of field service manager. This position helps cafeteria managers with training and support in the areas of managerial skills, following regulations, financial accountability, employee training, scheduling assignments, cafeteria staff supervision, and evaluation of cafeteria staff. I spent eight years in that position and then became a food services supervisor, a position I have held for the last 10 years.

Why did you choose MCPS as an employer?

Before moving to Maryland, I was working over 60 hours a week for a food services company in North Carolina. I took time to raise my children and knew I wanted a position with a company that respected a work-life balance and was family friendly. I knew MCPS was a great place to work, and it offered a great schedule and benefits. Starting my career as a substitute manager was a great way to get back into the food services industry and learn a lot about how MCPS runs its food programs.

How do you encourage employees to build their careers in MCPS?

Every year, DFNS offers a training called "Today's Manager." At this training, participants learn about how to grow their careers with MCPS in DFNS. I talk about the importance of earning a degree and taking as many classes and trainings as you can. When an employee starts as a perm-sub or a cafeteria worker, they build a solid knowledge base on which to build their career in our division.

### **Today's Manager**

Division of Food and Nutrition Services

June 18, 2018–June 22, 2018, 7:30 a.m.–2:00 p.m.

Today's Manager is available to any permanent employee, in Food Services, who aspires to be a cafeteria manager. Individuals will learn the inner-workings of a school cafeteria and will be presented with information that will support in the growth of becoming a successful manager. Participants will gain a clear understanding of several topics including menu planning, ordering procedures, meal accountability, cash handling, and point-of-sale.