



PORTLAND PUBLIC SCHOOLS



Wed, August 11, 8:30am - 3:30pm
Thu, August 12, 8:30am - 4:00pm
Fri, August 13, 12:00pm-1:30pm

Administrative Support Back to School Virtual/Online Professional Development (21-22 SY)

Day 1: Wed, August 11, 2021 - Finance Focused (8:30am - 3:30pm)

Day 2: Thu, August 12, 2021 - HR & HR Division Partners (8:30am - 4:00pm)

Day 3: Fri, August 13, 2021 - Live music & Free lunch w/Administrators at Grant High School (12:00pm-1:30pm). Please RSVP for Friday event at <https://tinyurl.com/vbrb3jj8>

Administrative Support Staff including School Secretaries, Principal Secretaries, Bookkeepers, Clerks, Library Assistants, Administrative Assistants and more are invited to join engaging and informative virtual sessions presented by various PPS departments on key topics for the 21-22 school year.

Topics & Departments include:

- √ Budget
- √ Grants
- √ Student Body Funds
- √ P-Card
- √ Purchasing
- √ Contracting
- √ Synergy
- √ McKinney Vento Program
- √ Enrollment & Transfer
- √ FMLA-Benefits
- √ OTIS Department
- √ Let's Talk-Community Feedback Solution
- √ Bias Awareness
- √ Payroll Systems Department
- √ Records Management
- √ Security Services
- √ Raptor-Visitor & Volunteer System
- √ Requesting Substitutes

How do I register? See instructions on the back of this postcard

Do I have to attend? Attendance is strongly recommended as the information provided is essential to your role. Please speak with your administrator to discuss your attendance and work schedule.

Who do I contact with questions? For questions about finance topics, please email accounting@pps.net. For all other questions, email hrtraining@pps.net.

For ADA accommodations contact fmlacenter@fmlasource.com
For ASL or Interpreters contact requesttis@pps.net

Administrative Support Staff Back to School Virtual Training (21-22 SY)

Register today!

- ✓ Log into Pepper (pepper.pps.net)
- ✓ Click on 'PD Calendar'
- ✓ Under the 'Select Subject' dropdown menu, choose "Classified Staff"
- ✓ Look for "Administrative Support Staff Back to School Virtual Training (21-22 SY)"
- ✓ Check the box next to "I would like to register for this training"



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