

Celebrating Our Administrative Assistants/Secretaries April 22, 2015

Whenever you call or walk into a school or office building, the first voice you hear or face you will see is that of a secretary or administrative assistant. These front line staff provide the first impression for visitors, and they help to foster a warm and welcoming environment.

They are knowledgeable about their schools and departments, they provide support to other staff, and adult mentorship and care for the students who are entrusted to us.

As we celebrate Administrative Assistants and Secretaries' Day, we thank all of those front line workers for the role that they play in fostering student success and well-being, and for supporting those around you to accomplish the work that is required of them.

On April 22nd, we encourage everyone to take a moment to show appreciation to our secretaries, administrative assistants and clerical staff for all that they do to support the goals of our Multi-Year Strategic Plan. We thank you for your commitment and service to our board and to Catholic education.

On behalf of the Trustees and senior team of the Toronto Catholic District School Board, we wish you a wonderful day, and continued success in the future.

Sincerely,

Angela Gauthier
Director of Education

Michael Del Grande
Chair of the Board