

KOSAA Goals

- 1) To provide an avenue for training and activities to address common needs, specifically those related to communication skills and legal compliance issues.
- 2) To support individuals new to the position (perhaps through a mentoring program).
- 3) To establish a recognition process, (Professional Assistants Academy) to encourage professional growth and renewal.
- 4) To develop communication tools to encourage sharing of quality information (e-mail distribution list, listserv, etc.).

In support of these goals, members gather twice each year to pursue training and enjoy peer support and camaraderie.



Sponsored by the
Kentucky School Boards Association
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To join KOSAA, please email your name and district name to

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Or

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<http://www.ksba.org/kosaa>



KENTUCKY ORGANIZATION OF
SUPERINTENDENTS'
ADMINISTRATIVE ASSISTANTS
KOSAA



KOSAA began in January 2006 at the KSBA Annual Conference in Louisville, offering a way to network with other assistants across the

Commonwealth of Kentucky. A list of members and contact information is available on the KSBA web site (www.ksba.org). When KOSAA members need answers to questions, they can quickly e-mail other members for assistance. Also, new persons to the position, through the KOSAA Mentoring Program, may be assigned a mentor from the membership to assist when questions arise.

Membership

Membership in the Organization is open to all professional administrative assistants or secretaries to the district superintendent, deputy superintendent or board of education of a public school district.

No fee is required to become a member of KOSAA.



Professional Assistants Academy Level III Recipients

KOSAA...

- ◇ provides support to new individuals
- ◇ encourages professional growth and renewal
- ◇ provides training and activities which offer a state-wide perspective on educational needs and issues
- ◇ offers numerous opportunities to build professional confidence and expertise
- ◇ provides a network of administrative assistants throughout the Commonwealth
- ◇ offers a venue to recognize outstanding growth and contribution through its Professional Assistants Academy

