

The **Professional Assistants Academy** is a comprehensive program of training for administrative assistants to district superintendents, deputy/assistant superintendents and boards of education. The program is designed to help individuals successfully transition to new assignments as a professional assistant and enable veterans to expand their knowledge and skills by sharing their experiences with other administrative assistants.

The Kentucky School Boards Association (KSBA) will assist in providing recognition to those that complete Academy level requirements.

#### Purpose

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 (including through a mentoring program).
3. To establish a recognition process to encourage professional growth and renewal.
4. To develop communication tools to encourage sharing of quality information (email distribution list, listserv, etc.).

To join KOSAA,  
contact your district's  
policy consultant, or

[KOSAA@ksba.org](mailto:KOSAA@ksba.org)

**KOSAA**  
Kentucky Organization of  
Superintendents' Administrative Assistants

**Professional  
Assistants  
Academy**

 **KSBA**  
KENTUCKY SCHOOL BOARDS  
ASSOCIATION

### **Academy Level I**

Completion of 10 (cumulative) training hours and two general credits.

### **Academy Level II**

Completion of 20 (cumulative) training hours and four general credits.

### **Academy Level III**

Completion of 30 (cumulative) training hours, five general credits and one credit from the list below for a total of six credits.

### **Academy Level IV**

Completion of 40 (cumulative) training hours, seven general credits and one credit from the list below for a total of eight credits.

### **Academy Level V**

Completion of 50 (cumulative) training hours, nine general credits and one credit from the list below for a total of 10 credits.

#### **Required (1) for Levels III, IV or V**

- Serve on a committee (planning committee for Levels IV and V);
- Present at a KOSAA meeting (group or individual);
- Documented presentation to staff in your district about information that you learned at KOSAA;
- Attend a KSBA/KOSAA fall regional meeting;
- Serve as a KOSAA officer, director or program/committee chair.

### **Academy Level VI**

Completion of 60 (cumulative) hours, 12 general credits and two credits from the following list for a total of 14 credits.

#### **Required (2)**

- Serve as a KOSAA officer, director or program/committee chair;
- Present at a KOSAA meeting (individual);
- Organize a fall regional meeting or assist host district.

### **Academy Level VII**

Completion of 75 (cumulative) training hours, 16 general credits and two credits from the following list for a total of 18 credits.

#### **Required (2)**

- Serve as a KOSAA officer, director or program/committee chair;
- Present at a KOSAA meeting (individual);
- Organize a fall regional meeting or assist host district;
- Participate in the recruitment of new members.

### **Academy Level VIII**

Completion of 90 (cumulative) training hours and 20 general credits.

### **Academy Level IX**

Completion of 105 (cumulative) training hours and 22 general credits.

### **Academy Level X**

Completion of 120 (cumulative) training hours and 24 general credits.



## **General credit examples**

---

This is not an all-inclusive list. If you contribute to KOSAA in some way that is not on the list, you can submit your contribution to the PAA oversight committee for consideration.

- Conference activity –  
Contribute items for book swap, bling table, auction, etc.
- Donate or responsible for getting donations for door prizes, goodie bags, table decorations, etc.
- Project developments, brochures, collection of forms, instructive material, etc.
- Mentoring or being mentored.
- Contact/recruit new members.
- Set-up/clean-up KOSAA meetings.

**Meetings = five training hours**