



Amy Butler – Executive Assistant to the Director of Accreditation

Extension, 162

Gwynn Park H.S. Graduate

Various Administrative Service training sessions and seminars

Amy Isom is the Executive Assistant to the Director of Accreditation, and has been with the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) since July 2009. She prepares the school action agenda and handles all mailings to Commissioners for conference call meetings and face-to-face meetings. She handles the Director's correspondence, including opening and screening mail. She schedules and coordinates four accreditation workshops each year. She takes minutes at Commission meetings for school actions and at meetings of committees staffed by the Director of Accreditation. She assists in planning and developing processes and standard operating procedures for various office functions. Prior to coming to NACCAS she worked as an Attendance Counselor for Prince George's County Public Schools and Office Manager for Davita, Inc.