

To: Stanberry Faculty, Administration and Board of Education

Below is the revised Career Ladder Plan that is being proposed. The following are the highlights of the changes made to the plan:

1. The plan has been condensed – it is now much shorter and to the point.
2. There are now four stages. An early stage has been added at \$450 (for 30 hours) to include anyone who is a teacher (years of experience not required) or who simply wants to do a plan with less hours. This will help accommodate our new teachers who do a lot of this work currently but are not paid for it.
3. The only paperwork now required is a one page Career Development Plan that verifies the requirements of the stage a teacher wishes to be on and hourly logs that will need to be turned in at the end of the plan year. All other forms are not needed.
4. The evaluation requirement is now the “expected level” on all criteria. There is no longer a need for a form to document “above expected” criteria. The administrator will simply verify “expected level” of performance when signing the one page CDP. There is not an evaluation requirement for Stage I as this allows new teachers to improve and allow evaluators the freedom to use the evaluation instrument as intended without the pressure of putting the teacher at the expected level.
5. As the paperwork has been reduced, there is no need for such a large career ladder committee. The committee has been reduced to two teachers and both principals.
6. There is no longer a requirement for teaching experience to be Missouri Public School experience. Any full time teaching will be accepted whether it is public, private or out of state.
7. The number of responsibilities has been eliminated. The plan will only be measured by total hours. How those hours are worked is up to the individual teacher as long as the hours follow the list of appropriate activities for career ladder now listed in the plan. Suggestions for hours to be worked are now categorized into four areas (parent contact, tutoring/student contact, curriculum, professional development). Of the total hours worked, 33.33% of the plan hours must be in the area of tutoring/student contact.

The Career Ladder Committee believes this has addressed the major comments about our plan. The changes address: (1) the need to reduce paperwork and hoops to jump through, (2) the need to get money to teachers below the five years of experience that are putting in time outside the classroom on instructional items, (3) the concerns of the committee to make determinations on approved activities thus eliminating controversy, (4) the need for expansion of some approved activities that had been barred in the past by state requirements, (5) the need to include present teachers and teachers that will be hired in the future by accepting all full time teaching experience, and (6) the need to allow new teachers time to grow in the evaluation system. The committee understands that the plan may need to be re-visited in the future for changes – it is a learning process for all.

## CAREER LADDER PLAN STANBERRY R-II SCHOOL DISTRICT

Quality education is largely dependent on the skill, talent, and performance of the educator. The Stanberry R-II School District CAREER LADDER PLAN provides a flexible framework in which career advancement is available and a reward for performance of professional responsibilities by teachers, counselors, and librarians.

The primary purpose of a career ladder process is to promote excellence by recognizing and rewarding effective teaching, thus, enhancing the student's educational experience in the Stanberry R-II School District. The career ladder is organized to encourage teachers to remain as teachers by providing opportunities for increased responsibility and compensation. Compensation will not be a replacement for raises on the regular salary schedule, but will be in addition to the regular salary schedule. The career ladder is a positive process which fosters professional growth and the exchange of ideas and cooperation among teachers. The career ladder will increase the feeling of cooperation and teamwork between school and community.

### DEVELOPING THE PLAN

The original career ladder plan was developed in 1991 with shared compensation by the State of Missouri. Due to the fact that the State of Missouri and the Missouri Legislature failed to fund the career ladder, the plan was revised in 2012-13 to reflect the current structure of the entire plan being funded locally.

### GOALS AND PURPOSES OF CAREER LADDER PLAN

The Stanberry R-II School District is committed to providing a successful educational experience for all students. Educational excellence is dependent largely on the skill, talent, and dedication of educators. The purpose of the Career Ladder Program is to enhance the educational experience of students by recognizing and rewarding productive, effective educators.

In order to participate, a Stanberry R-II educator shall meet the following qualifications prior to participation.

#### Stage I (\$450)

- A. Be serving on not less than a regular length full-time contract.
- B. Have appropriate certification except upon good cause shown.
- C. Have developed a Career Development Plan (CDP).
- D. Submit hourly logs that detail a minimum of 30 hours of approved career ladder activities (approved outline of activities listed later in this plan). One-third (33.33%) of the total hours must be for tutoring/student contact.

Stage II (\$900)

- A. Five (5) years full time teaching experience.
- B. Be serving on not less than a regular length full-time contract.
- C. Have appropriate certification except upon good cause shown.
- D. Have developed a Career Development Plan (CDP).
- E. Submit hourly logs that detail a minimum of 60 hours of approved career ladder activities (approved outline of activities listed later in this plan). One-third (33.33%) of the total hours must be for tutoring/student contact.

Stage III (\$1,800)

- A. Successful completion of the Stage II CDP. To qualify for Stage III, a teacher shall have completed a CDP and two (2) years of service on Stage II of the Career Ladder. Service on Career Ladder or similar plans from other districts can be accepted as service on the Stanberry R-II Career Ladder plan with approval of the Superintendent of Schools.
- B. Be serving on not less than a regular length, full-time contract.
- C. Have appropriate certification except upon good cause shown.
- D. Have developed a Career Development Plan (CDP).
- E. Submit hourly logs that detail a minimum of 90 hours of approved career ladder activities (approved outline of activities listed later in this plan). One-third (33.33%) of the total hours must be for tutoring/student contact.
- F. The Stanberry R-II School District chooses to require that educators participating on Stage III of the Career Ladder also show evidence of 16 college credits above the bachelor's degree that directly relates to their teaching area or prepares them for additional certification.

Stage IV (\$3,000)

- A. Successful completion of the Stage III CDP. To qualify for Stage IV, a teacher shall have completed a CDP and three (3) years of service on Stage III of the Career Ladder. Service on Career Ladder or similar plans from other districts can be accepted as service on the Stanberry R-II Career Ladder plan with approval of the Superintendent of Schools.

- B. Be serving on not less than a regular length, full-time contract.
- C. Have appropriate certification except upon good cause shown.
- D. Have developed a Career Development Plan (CDP).
- E. Submit hourly logs that detail a minimum of 120 hours of approved career ladder activities (approved outline of activities listed later in this plan). One-third (33.33%) of the total hours must be for tutoring/student contact.
- F. The Stanberry R-II School District chooses to require that educators participating on Stage IV of the Career Ladder also show evidence of a master's degree or 30 hours college credit above the bachelor's degree that directly relates to their teaching area or prepares them for additional certification.

Acceptable career ladder hours are non-compensated activities that are not a part of a participant's regular contract and involve extended day activities. Hours shall not be church affiliated. Hours must be directly and obviously related to the list of APPROVED CAREER LADDER ACTIVITIES listed at the end of this plan.

Teachers would have the option of moving from a higher stage to a lower stage. Teachers would also have the option of remaining on a particular stage for an extended period of time if qualifications were met every year.

If a teacher discontinues the Stanberry R-II School District Career Ladder Plan for one year or more, he/she may re-enter at whatever level he/she is qualified. Years on the Career Ladder need not be consecutive.

**CAREER LADDER REVIEW COMMITTEE**

**Stanberry R-II School District shall have a Career Ladder Review Committee. The CLRC will consist of two (2) teachers: one (1) from grades Pre-school to grade six (6), one (1) from grades 7-12. Both principals shall serve on the committee.**

**Teachers serving on the CLRC will be elected by the Stanberry Education Association at the annual election for a term of three (3) years. One (1) teacher will rotate off every two years. The following schedule has been set for rotation:**

<b>Term Ending 2017</b>	<b>7-12 teacher</b>
<b>Term Ending 2016</b>	<b>PK-6 teacher</b>

**The rotation will continue in this order in following years.**

**The CLRC will meet as often as necessary to complete the mission detailed below. A simple majority of the CLRC will constitute a quorum at all meetings.**

The mission of this committee is to: (a) develop a list of career ladder participants and submit the list to the superintendent each year for budgeting purposes, (b) collect final hourly log sheets and submit to respective **building principal** (c) **building principal** is responsible for

assuring they match approved career ladder activities and (d) respective **building principal** will submit recommend completed plans for approval to the superintendent for payment with a detailed list (log hour report) of total hours paid according to the following categories (Parent Contact, Tutoring/Student Contact, Curriculum, Professional Development).

#### CAREER DEVELOPMENT PLAN REVIEW AND APPEAL

The Career Ladder Review Committee has ten working days to review the CDP submitted by the deadline dates. The **principal** will notify in writing those teachers whose plans have been approved or the reasons why revision of the plan is necessary.

If the **principal** disapproves the plan, it will be returned to the teacher with the reasons in writing for rejection. The teacher may resubmit the plan with corrections within five (5) working days of the date the plan was returned to the teacher. The **principal** will review the revised plan and act within ten (10) working days. The **principal** will notify in writing those teachers whose plans have been approved or the reasons why revision of the plan is necessary.

If, upon resubmission, the plan is rejected, that teacher may appeal the decision of the committee by following the appeals procedure.

Any educator who is denied participation in the CAREER LADDER PROGRAM any decision made by the **principal** shall have the right of appeal. The appeal procedure shall include:

- A. Resubmission of first appeal to the CLRC within five (5) working days of returned plan.
- B. If the second plan or first appeal is again rejected, the teacher may then appeal the case in writing within ten (10) working days to the superintendent of schools.
- C. If the second plan or first appeal is again rejected, the teacher may then appeal the case in writing within ten (10) working days to the Board of Education for consideration at their next scheduled meeting. The decision of this group will remain final. Teachers filing appeals and CLRC chairperson or a committee representative must be present when the issue is brought before the CLRC and the Board of Education. Teachers will not be present when the vote is taken, but the results and/or reasons for rejection will be given in writing.
- D. If the plan is rejected on appeal to the Board of Education, it cannot be adjusted and resubmitted that year to the CLRC. However, the appeal process should in no way prohibit a teacher from submitting the plan the following year.
- E. The same procedure will be followed when, at the end of a school year, it has been determined by the CLRC that the applicant has not successfully completed the career ladder program. .

## PAYMENT

Payment will not be made unless ALL hours of the CDP have been completed and approved by the Review Committee. If hours are not reached for the stage the teacher originally chose, but the teacher has enough hours for a lower step – they then qualify for payment at the lower step if all requirements are met. Plans marked completed and approved shall be submitted by the Review Committee chairman to the office of the superintendent for payment. The teacher will then be notified in writing. Payment will be made in a “lump sum” AFTER completion of the plan. Payment is normally made in June or July.

In case of insufficient funding by the local school board for the following year, the career ladder program will be suspended for all teachers and will not resume until funding is sufficient. All teachers will maintain the level they were on when the program was suspended.

## CAREER LADDER TIMETABLE

The career ladder year will run from May 1 – April 30 with exceptions approved by the CLRC. Career ladder implementation plans will be submitted by April 1, and completed plans will be submitted by May 1 of the following year.

The career ladder timetable will be reviewed by the career ladder review committee each year and submitted to teachers by the beginning of second semester.

The standard is as follows:

STAGE	DOLLARS	HOURS
Stage I	\$450	30
Stage II	\$900	60
Stage III	\$1,800	90
Stage IV	\$3,000	120

Two (2) typewritten copies of the CDP must be submitted to a teacher member of the CLRC by the date specified on the timeline. The superintendent will retain one copy for the teacher’s file and the second copy will be kept by the CLRC.

## DATES

### **Current Plans:**

**October 1**                      **Verification of Participants** – committee will verify the list of participants developed in the prior year.

<b>Quarterly</b>	<b>Hourly Log sheets are due for review by the Career Ladder Committee</b> – committee will review to identify any possible problems and give teachers feedback as needed.
<b>May 1</b>	<b>(or the next working day)</b> - Completed hourly logs are due.
<b>May 1-10</b>	<b>(or the next working day)</b> - Review of the hourly logs.
<b>May 15</b>	<b>(or the next working day)</b> – List for Payment Submitted to Supt. Committee submits log hour report to the Supt.
<b>June/July</b>	<b>Career Ladder Payment</b> – Payment is made. The log hour report is submitted to the Board of Education and any recommended changes to the Career Ladder plan are submitted for approval.

**Next Year’s Plans:**

<b>February</b>	<b>Identification of Participants</b> – committee will develop a preliminary list of participants, listed by stage, for the next year. This will be used for preliminary budgeting purposes.
<b>April 1</b>	<b>(or the next working day)</b> – Plans are due
<b>April 18</b>	<b>(or the next working day)</b> - Revisions are due
<b>April 18-22</b>	<b>(or the next working day)</b> – Revisions are reviewed
<b>April 25-29</b>	<b>(or the next working day)</b> – Final revisions, if needed

## **General Information**

**Forms/plans**

- Career Ladder forms can be found on the school webpage under “Faculty Forms”.
- Type on correct forms with all lines and fill out all information.

**Internet usage**

- Don’t clock hours searching on the internet.
- You may use the internet to develop materials for instructional improvement.

### **Log sheets**

- Round to the nearest ¼ hour; don't mix decimals and fractions.
- Put starting and finishing times on log sheets, and have a log with hour(s) for each responsibility.
- Can't count contracted time between 7:55 a.m. and 3:15 p.m., or 2 days prior to the start of school to the last day of school.
- Travel time cannot be counted.
- May begin logging hours on May 1<sup>st</sup>.

### **Tutoring/Student contact time**

- Minimum requirement for tutoring /student contact time is 33.33% of the total hours of the stage you are on.
- Instruction, not just supervision, must take place.
- If tutoring, write who and what for on log sheet.

## **APPROVED CAREER LADDER ACTIVITIES**

### **Activities Appropriate for Career Ladder**

#### **Parent Contact**

Home-school communication (includes newsletters, midterm reports, and web pages)  
Working Open House or Orientations

#### **Student Contact**

**Any student contact outside the contracted day or not covered by a stipend. If questions arise regarding what is considered stipend and non-stipend contact hours, the building administrator and superintendent will determine if the hours are to be permitted under career ladder.**

#### **Curriculum-related activities outside the regular contracted day**

Developing any type of curriculum for your subject area or department  
Serve on a curriculum development plan committee  
Compiling and generating materials for subject area  
Developing themes or centers for classroom  
Handbooks or booklets  
Develop teaching materials to supplement instruction.

#### **Professional Development - Committees**

Building committee  
PTO membership and activities  
Membership in professional organizations

Grant writing  
Professional Development Committee  
Career Ladder Committee  
Superintendent or Principal Advisory Committee  
Missouri School Improvement Committees  
Safety Committee  
Wellness Committee  
Monthly Hall Meetings  
Serving on district improvement plan development committee  
Serve on other education committees as approved by the administration

**Professional Development - Instructional Improvement**

- Work in classrooms prior to the school year on instructionally related items (limited to 10% of total hours)
- Assisting other teachers (must be related to curriculum or instruction)

**Professional Development - College hours/workshops**

- A workshop may count as clock hours if no college credit is received.
- One hour college credit (must be graduate credit) may be counted as a maximum of 8 hours for Career Ladder.
- The combination of the two should not exceed 1/3 of the plan.

**Activities Deemed Inappropriate for Career Ladder**

- Any activity that is part of the educator's regular contracted school day or stipend.
- Any activity for which the educator receives compensation regardless of the source of that compensation.
- If questions arise regarding what is considered stipend and non-stipend contact hours, the building administrator and superintendent will determine if the hours are to be permitted under career ladder.

# CAREER DEVELOPMENT PLAN

Career Ladder Level                      \_\_\_ I   \_\_\_ II   \_\_\_ III   \_\_\_IV

## Qualifications

- \_\_\_\_\_ Teaching Experience Requirement  
   Presently a teacher in the school district – Stage I  
   5 Years full time teaching experience – Stage II  
   7 Years full time teaching experience – Stage III  
   10 Years full time teaching experience – Stage IV
- \_\_\_\_\_ Regular Length, Full-time Contract
- \_\_\_\_\_ Appropriate Certification
- \_\_\_\_\_ PBTE – meets expected level on all criteria (Stage I NA)
- \_\_\_\_\_ Stages III and IV: Completion of Career Development Plan for previous level

I certify that the above named educator meets all requirements for participation on the Career Ladder Stage indicated:

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Plan Approved (Career Ladder Chairperson Signature and Date)

