

Career Ladder Participants Handbook 2021-22 School Year

Included in this packet are the qualifications for participation, a time line, suggestions for responsibilities, items ineligible for credit, and the wording for the responsibilities that you choose. The forms are located on the website (under Staff Corner). Feel free to make copies.

Plans for 2021-2022 (Forms A, B, & C) are due by May 1st for current employees and August 20th for new employees. Please feel free to contact a committee member if you have questions or need clarification.

CAREER LADDER COMMITTEE

Amy Goetz – GV* District Chair

Beth Golden– GV

Shelli Lee – GV

Angie Meineka – GV

Annette Snapp – MS

Shelly Sears– MS

Steve Cook – HS

Kendra Ramsey – HS

Todd Whitney - Administrator

2021-2022

QUALIFICATIONS FOR CAREER LADDER

\$600

Stage I - 5 years teaching experience in MO Public Schools as of the end of the school year
3's or higher achieved on all 4 NEE evaluated Indicators
Full-time employee on the salary schedule
Appropriate certification
Approved plan with 2 responsibilities for a total of 24 hours

\$1200

Stage II - 2 years on Stage I
7 years teaching experience in MO public Schools, as of the end school year
Full-time employee on the salary schedule
3's or higher achieved on all 4 NEE evaluated Indicators
Appropriate certification
10 hours graduate credit (as of May 1st)
Approved plan with 3 responsibilities for a total of 36 hours

\$2000

Stage III - 3 years on stage II
10 years teaching experience in MO Public Schools, as of the end of the school year.
3's or higher achieved on all 4 NEE evaluated Indicators
Full-time employee on the salary schedule
Appropriate certification
30 hours graduate credit (as of May 1st)
Approved plan with 4 responsibilities for a total of 48 hours

Career Ladder Suggestions

August 20th – Forms A, B, & C are due. *Current Employees- May 1st

- *Turn all form A's in to the Career Ladder Committee. (We will turn them in as a group for the principal's signature.)
- Forms B & C: When writing your responsibilities use the guidelines provided near the end of this booklet – “Guidelines for Responsibilities” – for Forms B, C, and D.
 - Procedure for verification should be included for each responsibility. It may be a time log, grade sheet or a finished document.
- Eligible, new employees submit by August 20th, 2021 for the 2021-2022 year
- Eligible current employees must submit by May 1st

*** DO write MORE than the minimum required to be on the safe side.

**** The forms are on the Huskers Website.

*Form D (Logs)

- **Do not do these on the computer!!** These are to be handwritten **in ink**. **DO NOT write on the back** of the log sheet. Staple a new sheet to the **front** of the original.
- ***Stage III: List a minimum of four responsibilities and a maximum of eight***
- **Be specific when recording in logs.** ***“What did you do during that time period-----attend a meeting (list what was discussed), create a document or letter tutor student, committee work (list details), etc.***
- Continue to log hours, even after you have met your required hours. A final report is made to the Board which shows that our teachers exceed the Career Ladder requirements.
- **Documentation: Keep a folder of your documentation** for proof if you are questioned **and** for the principal when verification of Form E is required. When tutoring students, keep a log sheet for students to sign in and out and the objectives covered.

- **Times:** Use *.50 or .00*. Round up or down to the nearest increment for each entry, not at the final total.
- **Never log times** – for responsibilities that are part of your job description (grade cards, PTO meetings, writing IEP’s, lesson plans, IEP meetings, class performances or SpEd or regular staff meetings, prep for subs, required morning/after school duties/during the regular school day (7:45 AM to 3:15 PM), for travel time to a conference or workshop.
- **5-hour limit** – on **“Working in classrooms prior to the start of the school year. Generating materials for the classroom enhancement, or developing curriculum for student enhancement. This means summer only.”**

This must be ABOVE AND BEYOND stuff – interactive bulletin boards, computer projects, learning centers, etc. Good documentation would be pictures of what you created.

*******One-half of total career ladder hours MUST come from DIRECT STUDENT CONTACT.**

Professional development/conference hours are unlimited. An optional faculty training that is outside of school hours can also be used.

- Reading Professional Articles-**limit 5 hours**. Please include names, books, magazines, article titles, etc.
- **Stipends** – You cannot use activities & split then for Career Ladder & stipends. **If you waive a stipend, you must complete an Appendix G and turn it in to Cheryl at CO and send the committee a copy on or before the last day of August.**

It’s OK to use some of the same responsibilities as in the past years—just change the dates. You must use the wording provided in this packet – (Guidelines for Responsibilities in back of booklet) for Forms B and C or your plan will be returned to you for revisions.

****** The responsibilities you write must be over and above what and other teacher would be expected to do!!!!!!**

REMEMBER, YOU ARE RECEIVING THE FOLLOWING FOR PARTICIPATION IN CAREER LADDER:

Stage I - \$600 for 24 hours
Stage II - \$1200 for 36 hours
Stage III - \$2000 for 48 hours

PLEASE MAKE PLANS LOOK AS PROFESSIONAL AND NEAT AS POSSIBLE.

*******Remember that 1/2 of your hours MUST be in STUDENT CONTACT!!!!!!**

REMEMBER, IF YOU DO NOT MEET THE HOURS FOR OUR PLAN, YOU WILL RECEIVE NO MONEY!! YOU MAY NOT DROP BACK A STAGE AFTER THE INITIAL APPLICATION.

Strong suggestions of putting into any plan:
***Serve on a district/building committee.*
***Tutor students before and/or after school hours in preparation for general remediation enrichment activities and special competitions. (Wording form Guidelines for Responsibilities).*

ALL FORMS GO INTO THE CAREER LADDER BASKET IN YOU BUILDING OR TO A BUILDING COMMITTEE MEMBER.

MANY PEOPLE SUGGEST A MENTOR TO HELP THEM WITH THEIR PLANS. ALL COMMITTEE MEMBERS ARE AVAILABLE FOR HELP AT ANY TIME!

PLEASE REMEMBER, the district determines what is and is not allowed to count for CL and the requirements you must meet – graduate hours, NEE expectations, etc. are the district, not the committee.

Possible Career Ladder Responsibilities

- Departmental/Grade level meetings (Please be specific) before/after school
- Student Assistance, Peer Tutoring,
- Academic Clubs (No weight room)
- Building committees related to instruction
- Professional Development Committee, School Improvement Committee, Curriculum Committees, MSIP Committees (not onsite visits), TST. CL Committee is limited to 5 hours.
- Attend workshops designed to enhance the development of curriculum (Please include documentation)
- Host workshops to acquaint parents/patrons with curriculum, student responsibilities in a particular grade or subject area
- After-school tutoring
- Study groups in studying instruction techniques
- Parent involvement activities regarding instruction or curriculum
- Professional Readings (Limit 5 hours)

Activities that are NOT Acceptable for Career Ladder

The following are examples of activities that are not acceptable responsibilities for inclusion in a teacher's Career Development Plan. ***This is not all inconclusive***

- Painting, cleaning, or organizing classrooms
- School beautification projects
- Community activities other than those which are school-sponsored (Scouts, Church-related activities, 4-H, Athletics)
- Taking tickets, time keeping, score keeping, attending school functions
- Attending School Board meetings (unless you are presenting research, information on your club/organization/committee)
- Any activity that takes place during the regularly contracted school day
- Any activity for which the educator receives compensation regardless of the source of that compensation
- Any church affiliated activity
- Clinics designed primarily for participants in MSHSAA sanctioned activities
- Staffing meetings (Faculty meetings & SpEd meetings)
- Class sponsorships
- I.E.P. Meetings
- PTO performances & meetings
- Supervising students (e.g. music programs, dances, etc.)
- Supervisor/Chaperone of student trips (cases where your duties are not instructional)
- Surfing the Internet for information
- Reading a book (unless it's something concerning the profession). Can count for only 5 hours.
- Writing your Career Ladder Plan
- Regular hours put in by Teacher Organization/Association officers or committee members, i.e. Salary, social fundraiser, scholarship committee, treasurer, secretary, etc.
- No extra-curricular/athletics/chess club

GUIDELINES FOR RESPONSIBILITIES

Use these on forms B, C, and D.

PD-Professional Development

CI- Curriculum and Instruction

1. Attend optional district or building professional development activities offered (study groups)
INDENT AREA: PD
2. Serve as a professional development facilitator at district or building – wide activities. INDENT AREA: PD
3. Serve as a workshop facilitator during an appropriate state/national convention. INDENT AREA: PD
4. Attendance at professional or growth conferences/seminars beyond school contracted time relating to the teaching field or improvement of instruction. INDENT AREA: PD, CI
5. Serve on a district/building committee if ties to curriculum or instruction. INDENT AREA: PD, CI
6. Serve as a non-paid facilitator of an approved school club or student activities, before or after school or during Summer Academy for co-curricular activities. INDENT AREA: II, DSI
7. Serve as a facilitator of a district academic competition. INDENT AREA: CI
8. Develop specific teaching units to be used within you building to address weakness and enhance curriculum (above and beyond classroom duties). Must be shared within building or district.
INDENT AREA: CI
9. Participate in grade level or departmental collaboration before/after school hours. INDENT AREA: CD, II
10. Present a district-approved workshop to a community group about district programs. INDENT AREA: CI
11. Participate in new school orientation or curriculum programs for parents/students in the district.
INDENT AREA: CI
12. Tutor students before and/or after school hours in preparation for special competitions, general remediation, and enrichment activities.
13. Working in classrooms before school generating materials for classroom enhancement, or developing curriculum for student enhancement. Must be done during summer hours. (Max – 5 hours). INDENT AREA: CI
14. Realign curriculum to the MAP and develop curriculum across grade levels. INDENT AREA: CI
15. Reading professional journals. Can count up to 5 hours; bibliographic information and a short summary are required. INDENT AREA: PD, CI

*When using Form C-Item 2, you may check one area only. If your responsibility meets both, use separate forms for the separate areas.