

WEST ST. FRANCOIS CO. R-IV SCHOOL DISTRICT
CAREER LADDER PLAN
(Last Revised June 21, 2012)

It is our purpose to be educational resources and partners to provide learning opportunities for our students beyond the regular school day.

The West St. Francois Co. R-IV 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. The West St. Francois Co. R-IV School District has developed a School Improvement Plan, a Curriculum Development Plan, and a Professional Development Plan and participates in the Missouri School Improvement Program in order to facilitate and improve the educational experience for all students. All Career Ladder responsibilities shall directly and obviously relate to the improvement of programs and services for students as outlined in the West St. Francois Co. R-IV Improvement Plan, Curriculum Development Plan, Professional Development Plan, the Missouri School Improvement Program or other instructional improvement in the West St. Francois Co. R-IV School District and the teacher's Career Development Plan (CDP) will associate each Career Ladder responsibility with either a designated plan or other instructional improvement.

In order to participate a West St. Francois Co. R-IV educator/speech pathologist shall meet the following qualifications **PRIOR** to participation:

STAGE I

- A. One (1) year teaching experience in the Missouri public schools.
- B. On the Performance Based Teacher Evaluation - the educator shall have performed at the expected level or above on all criteria on the most recent final evaluation instrument of the PBTE. (PRIOR to the participation year)
- C. Be serving on not less than a regular length full time contract.
- D. Have appropriate certification except upon good cause shown.
- E. Have developed a Career Development Plan (CDP) that contains responsibilities that the educator will assume in order to receive his/her Career Ladder supplemental pay. The educator will complete a minimum of 1 responsibility. The educator shall relate each responsibility to an identified plan or other instructional improvement on Form C. This plan will be typed and be prepared on the forms supplied at the end of this plan

STAGE II

- A. Successful completion of the Stage I CDP. To qualify for Stage II, a teacher shall have completed a CDP and at least two (2) years of service on Stage I of the Career Ladder and have a total of at least 7 complete years teaching in the state of Missouri as a certified teacher.
- B. On the Performance Based Teacher Evaluation - the educator shall have performed at the expected level or above on all criteria and above the expected level on at least 10% of the criteria on the most recent final evaluation instrument of the PBTE. One of the criteria that is above the expected level shall be in the instructional process area for teachers and librarians, guidance counseling process area for counselors and the process area most closely related to specific job performance as it relates to students for school psychological examiners, parents as teachers educators, school psychologists, special education diagnosticians and speech pathologist. (PBTE must be **PRIOR** to the performance year)

In order to identify such performance, the following process may be employed.

1. At the beginning of the year preceding movement to Stage II, the Career Ladder educator will identify, in collaboration with that educators evaluator, those criteria on which the teacher feels she/he is performing and will continue to perform above the level of expectation.
2. The process for documenting these criteria will clearly specify the behaviors to be evaluated, the manner in which they will be evaluated and the evaluation criteria to be employed.
3. During the school year, the educator will be evaluated through the formative evaluation process with respect to the identified criteria.
4. At the conclusion of the school year, the teacher will be evaluated through the final evaluation instrument with respect to the identified criteria. This will occur prior to the administrator signing Form A certifying that the educator meets all requirements for participation in the Career Ladder on Stage II.

NOTE: Unless the teacher's performance is being evaluated through the district's regular cycle, evaluation shall be conducted only on the specific criteria.

- C. Be serving on not less than regular length full time contract.
- D. Have appropriate certification except upon good cause shown.
- E. Have developed a Career Development Plan (CDP) that contains responsibilities that the educator will assume in order to receive his/her Career Ladder supplemental pay. The educator will complete a minimum of 1 responsibility. The educator shall relate each

responsibility to an identified plan or other instructional improvement of Form C. This plan will be typed and prepared on the forms supplied at the end of this plan.

STAGE III

- A. Successful completion of the Stage II CDP. To qualify for Stage III, a teacher shall have completed a CDP and three (3) years of service on Stage II of the Career Ladder
- B. On the Performance Based Teacher Evaluation - the educator shall have performed at the expected level or above on all of the criteria and above the expected level on 15% of the criteria on the most recent final evaluation instrument of the PBTE. One of the criteria that is above the expected level shall be in the Instructional Process Area for teachers and librarians, the Guidance-Counseling Process Area for counselors and the process area most closely related to specific job performance as it relates to students for school psychological examiners, parents as teachers educators, school psychologists, special education diagnosticians and speech pathologist. (PBTE must be **PRIOR** to the participation year)

In order to identify such performance, the following process may be employed:

1. At the beginning of the year preceding movement to Stage III, the Career Ladder educator will identify, in collaboration with that educator's evaluator, those criteria on which the teacher feels she/he is performing and will continue to perform above the level of expectation.
2. The process for documenting these criteria will clearly specify the behaviors to be evaluated, the manner in which they will be evaluated and the evaluation criteria to be employed.
3. During the school year, the educator will be evaluated through the formative evaluation process with respect to the identified criteria.
4. At the conclusion of the school year, the teacher will be evaluated through the final evaluation instrument with respect to the identified criteria. This will occur prior to the administrator signing Form A certifying that the educator meets all requirements for participation on Career Ladder Stage III.

NOTE: Unless the teacher's performance is being evaluated through the district's regular cycle, evaluation shall be conducted only on the specific criteria.

- C. Be serving on not less than a regular length full-time contract.
- D. Have appropriate certification except upon good cause shown.
- E. Have developed a Career Development Plan (CDP) that contains responsibilities that the educator will assume in order to receive his/her Career Ladder supplemental pay. The educator will complete a minimum of 1 responsibility. The educator shall relate each

responsibility to an identified plan or other instructional improvement on Form C. This plan will be typed and be prepared on the forms supplied at the end of this plan.

Acceptable responsibilities are non-compensated activities that are not a part of a participant's regular contract and involve extended day activities. Responsibilities shall not be church affiliated. Responsibilities must be directly and obviously related to the improvement of programs and services for students as outlined in the West St. Francois Co. R-IV School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or other instructional improvement.

The West St. Francois Co. R-IV School District shall have a Career Ladder Review Committee (CLRC). Six teachers elected by other teachers shall continue to serve two-year terms on a rotation. In addition, the elementary principal, middle school principal and the secondary principal shall serve on the committee. The mission of the committee is to review CDP's of educators participating in the Career Ladder, evaluate final verifications for Career Ladder responsibilities and recommend to the Board of Education for approval of payment.

Teachers serving on the committee shall be elected between April 15 and May 15 each year.

The West St. Francois R-IV Career Ladder Review Committee shall serve as the assessment committee. This committee will annually assess the success of the DCLP. They will meet in January of the given school year to make changes to the existing plan. The changes to the plan will be presented to the board and at the regular February board meeting for approval for the following school year. They will report to the board each year at the regular May board meeting regarding the benefits for school and students and teacher interest and participation.

Appendix A contains the West St. Francois County R-IV School District PBTE instrument including procedures and forms.

West St. Francois County R-IV School District PBTE evaluators have been trained and will continue to be trained in the execution of the PBTE. This training includes knowledge of effective teaching, formative evaluation, summation evaluation and assistance to teachers in the improvement of instruction.

Any educator who is denied participation in the Career Ladder Program due to the PBTE or any decision made by the Career Ladder Review Committee shall have right of appeal. The appeal procedure shall include:

- A. An opportunity to have the decision reviewed by the authority/committee rendering the initial decision.
- B. An opportunity to have the decision rendered in "A" reviewed by the Superintendent of school and.
- C. An opportunity to have the decision rendered in "B" reviewed by the local Board of Education.

All appeals must be implemented in compliance with Board Policy GBM. Appeal procedures shall be implemented in a timely fashion. All decisions made with respect to a teacher's application to and

placement on any stage of the Career Ladder shall be based on the qualifications for that stage as stated in the West St. Francois County R-IV Career Ladder Plan.

TEACHER MOBILITY:

An educator entering the West St. Francois County R-IV School District may apply to participate on any Career Ladder State for which he/she is qualified, provided that the West St. Francois County RIV School District has advanced to that stage. The teacher must provide documentation from the previous district.

INTERNAL MOBILITY:

Teachers will have the option of moving from a higher stage to a lower stage or not to be involved on the CLP. Teachers will have the option of remaining on a particular stage for an extended period of time, if qualifications are met every year and performances of responsibilities are satisfactory.

STAGE	DOLLARS	HOURS	MINIMUM # OF RESPONSIBILITIES
Stage I	\$700	35	1
Stage II	\$1150	50	1
Stage III	\$1820	70	1

If the dollar amount for any stage decreases, the hours will be decreased proportionately. The minimum number of responsibilities may be decreased only by letter from the participant explaining the request and petitioning the Career Ladder Committee and the committee's approval of that request.

EVALUATION OF PLANS:

Principals are responsible for the approval of the plans in the respective buildings. The Career Ladder Committee will help in counting the hours for the plans but it is up to the Principals to approve the activities and plans as a whole.

Career Ladder Time-Line

May

- 1st → Career Ladder Forms for the following school year are due to the building representatives and principals. Turn in 1 copied typed

September

- 1st → Waiver forms due in Superintendent's office
- 15th → Career Ladder Plans must be submitted to CL Committee
- 1 copy typed
- Set time for Revised Plans on or shortly after the 30th
- 30th → Revised Career Ladder Plans must be submitted to CL Committee □ 1 copy typed

December

January

- CTA should be information of the proposed changes at the January or February meeting

February

- Board Meeting for acceptance of the new plan if needed.
- 1st → Verification list (signed by the Superintendent) due at the state level

March

- 1st → sign-up for next year's Career Ladder at highest possible stage
- 1st → Final Revisions due IF new responsibilities are added

April

- 14th → e Mail to state application for district approval for next year
- 15th – May 15th → Elections for Career Ladder Members

May

- 1st → Preliminary Career Ladder Plans for next year are due
- 1st → Career Ladder Verifications (LOGS) are due – 1 copy
- Take date to the May board meeting for this school year's CL plans and the list for board approval for those that are approved.

June

- 1st → Mail Assessment of Career Ladder Plan to state
- 15th → Assessment of Career Ladder plan and Activities due at state level

**WEST ST. FRANCOIS COUNTY R-IV SCHOOL DISTRICT CAREER
LADDER
2012-2013**

1. Career Ladder plans should emphasize academic improvement for students. Therefore, the majority of the student contact hours should center around each teacher's particular area of emphasis.

2. All responsibilities must be tied directly and obviously to **IMPROVEMENT OF PROGRAMS AND SERVICES FOR STUDENTS** as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, MO School Improvement Program or instructional improvement.

3. One week after the end of 1st, 2nd, and 3rd quarters, each CL participant will turn in a copy of form D to their building Career Ladder Representative for each responsibility that involves all responsibilities within that quarter and must fill out a Summary Sheet as well. A copy of this document should be kept by the CL participant for their records while the original will be put in the teacher's CL file by the CLRC. The logs for direct student contact after May 1 will be verified with the 1st quarter logs for the following school year.

THE FOLLOWING LIST IS NOT ALL INCLUSIVE, BUT INCLUDES RESPONSIBILITIES THAT MAY BE USED:

1. In-district workshops and workshops required for Vocational certification may be counted. The time counted on Career Ladder is for your time spent on non-contracted time. This is not a reimbursement for your expenses or the cost of workshop hours. All hours in this area must be noncontract hours; you can NOT use a personal day. All hours MUST relate to your area or curriculum. No travel time is to be counted.

2. Serve as a workshop presenter to model, demonstrate and show effective teaching techniques ... if and only if the topic relates to your curriculum.

3. Develop and Submit a grant to be used in your classroom dealing directly with your curriculum. If stipend has been approved for preparing and implementing, hours do not count. Verification includes submission of the grant that is approved by the building principal.

4. Serve on the following committees, count only non-contract hours: (a) Professional Development Committee, (b) Career Ladder Review Committee, (c) MSIP Committees, (d) All other committees that directly relate to academics.

5. Develop, implement, or coordinate a district educational program for students. This must be curriculum based and linked to the Show-Me Standards. Only non-contract time may be counted.

This includes student programs, fairs, competitions or exhibitions that are curriculum based. Direct involvement with students should be stressed.

6. TUTORING STUDENTS : hours counted must be non-contract time and non-paying. Verification will include a log of subject area and student name(s). Hour count unlimited. Teachers will tutor students in their area(s) of certification. This will enable some teachers to tutor in buildings other than the one(s) in which they are teaching. In order to tutor in another building you must contact the principal of that building and request this **no later than** the end of the first week of school. The principal will then set a training date for the group of teachers and schedule them to work in that building's tutoring program. The building principal will have authority to approve waivers upon request which will allow qualified staff to tutor in an area in which they are not formally certified.

NOTE: A minimum number of hours must be direct student contact; either tutoring or working directly with student for enrichment :

Using the idea that **no one responsibility** should take up more than **20% for Stage II and 25% for Stage III** of your plan *unless it is tutoring*:

Stage I	30 hours → 100%
Stage II	47.5 hours → 95%
Stage III	63 hours → 90%

1. Special Olympics can be counted by certified coaches for up to 20% for Stage II participants and 25% for stage III participants – non certified coaches that are also special education teachers have a 10 hour cap per event day. Non-special Education teachers that are also *certified coaches* **must have** approval of building principal & special education director and will be based on need.
2. PE instructors can count: Will develop and coordinate programs for students to develop health-related fitness, including muscular strength, endurance, body composition, flexibility and cardiovascular fitness – non PE instructors may count the responsibility but have a 10 hour cap total – must be limited to athletic coaches and the program must be open to all students to participate.
3. Special Prom can only be used as a responsibility for special education teachers and the coordinators (which should only be 2 people at any time). Those using this responsibility must be involved in the decoration and organization as well as the actual event and no person should count more than 10 hours total for the responsibility.

10 hour caps on the following:

1. Curriculum – 7 hours max for stage III and 2.5 for stage II participants
2. Academic Banquet/Athletic Banquet including making of awards

West St. Francois County R-IV Career Ladder

Form A

Career Development Plan

Career Ladder Level: _____ I _____ II _____ III Date: _____

Name: _____

Qualifications

_____ One year teaching in Missouri Public Schools, Stage I:

_____ Seven years' teaching in the public schools, Stage II:

_____ Ten years' teaching in the public schools, Stage III:

_____ Regular length, Full-Time Contract

_____ Appropriate Certification

_____ PBTE - meets expected level on all criteria - Stage I

_____ PBTE - meets expected level on all criteria and exceeds on 10%, with at least one of the criteria in the area of educators discipline as it relates to students - Stage II

_____ PBTE - meets expected level on all criteria and exceeds on 15%, with at least one of the criteria in the area of educators discipline as it relates to students - Stage III

_____ Stages II and III: 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.

Administrators Signature

West St. Francois County R-IV Career Ladder

Form B Responsibilities

Career Development Plan

Summary Sheet

(List Responsibilities to be accepted on Career Ladder. Please number the responsibilities to correspond to your plan.)

Approved

Responsibility

Verified CLRCM & Principal

West St. Francois County R-IV Career Ladder
Form C Responsibility Plan
(To be completed for each responsibility)

Name: _____

Stage: _____**I** _____**II** _____**III**

1. Responsibility _____

2. Check identified area:

- _____ District School Improvement Plan
- _____ District Curriculum Development Plan
- _____ District Professional Development Plan
- _____ Missouri School Improvement Program
- _____ Instructional Improvement

Explain how this responsibility relates to identified area.

3. Specific action to be completed for designated responsibility.

4. Projected final completion date and procedure for verification.

5. Estimated number of hours required to complete this responsibility.

West St. Francois County R-IV Career Ladder
Form D Career Ladder Responsibility Log

Name: _____

**Career Ladder
2011-2012
Summary Sheet**

Name: _____ **Stage: I II III**
Quarter: 1 2 3 4

Responsibility	Plan/Workshop Minutes	Direct Student Contact Minutes
# 1		
# 2		
# 3		
# 4		
# 5		
# 6		
# 7		
# 9		
# 10		
# 11		
Minutes Hours		
	Total Minutes	_____

West St. Francois County R-IV Career Ladder
Form E

Career Ladder Verification Form for
Performance Based Teacher Evaluation

Name: _____

STAGE II AND III

For the purposes of the District Career Ladder Plan, I shall meet the expected performance level on all criteria of the District's Performance Base Teacher Evaluation System and exceed the expected performance level on the following criteria:

Area	Number	Criteria
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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