



# **PUTNAM COUNTY R-I CAREER LADDER PLAN**

Revised April 2023

## PUTNAM COUNTY R-I CAREER LADDER PLAN

**I. The District Career Ladder Plan (DCLP) shall contain a statement that the teacher's Career Development Plan directly and obviously relates to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement in the district.**

The Putnam County R-I 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 Putnam County R-I School District has developed a Comprehensive School Improvement Plan, 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 relate to the improvement of programs and services for students as outlined in the Putnam County R-I School Improvement Plan, Curriculum Development Plan, Professional Development Plan, the Missouri School Improvement Program, or other instructional improvement in the Putnam County R-I School District. The teacher's Career Development Plan (CDP) will associate each Career Ladder responsibility to either a designated plan or other instructional improvement.

**II. The DCLP shall contain three stages and the qualifications, responsibilities or volunteer efforts for each stage. The annual supplemental pay shall not exceed:**

- 1. \$1,500 for Stage I**
- 2. \$3,000 for Stage II**
- 3. \$5,000 for Stage III.**

**The state's payment is contingent upon appropriations for this purpose. This supplemental pay shall be in addition to that which the teacher would normally be accorded by the district's salary schedule.**

The Putnam County R-1 School District shall assign qualified, participating teachers to the appropriate stage and award teachers supplemental pay in an amount to be specified annually and not to exceed \$1,500 for Stage I, \$3,000 for Stage II, or \$5,000 for Stage III. This supplemental pay shall be in addition to the salary normally accorded the teacher by the district's salary schedule.

**III. Responsibilities or volunteer efforts shall be detailed in the teachers CDP. In order to participate, a Putnam County R-1 School District educator shall meet the following qualifications prior to participation:**

Eligible teachers in Stage I of the Putnam County R-1 School District shall have the following:

- a. Completed two (2) years teaching experience in Missouri public schools.
- b. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (section 168.400.4 RSMo),
- c. Performed at an acceptable level or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process. The local evaluation process must be fully aligned to the Essential Principles of Effective Evaluation (5CSR 20-400.375).
- d. Be serving on not less than a regular length full time contract.
- e. Appropriate certification in the subject area for each teacher.
- f. Developed a Career Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by April 26, 2024. The district shall ensure that a minimum of fifty (50) clock hours are completed for Stage I. This requirement should coincide with the standard\* and be commensurate and adjustable to the compensation offered for Stage I. The educator shall relate each responsibility to an identified plan or other instructional improvement.

Eligible teachers in Stage II of the Putnam County R-1 School District shall have the following:

- a. Completed three (3) years teaching experience in Missouri public schools.
- b. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (section 168.400.4 RSMo),
- c. Performed at an acceptable level or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process. The local evaluation process must be fully aligned to the Essential Principles of Effective Evaluation (5CSR 20-400.375).
- d. Be serving on not less than a regular length full time contract.
- e. Appropriate certification in the subject area for each teacher.
- f. Developed a Career Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by April 26, 2024. The district shall ensure that a minimum of seventy-five (75) clock hours are completed for Stage II. This requirement should coincide with the standard\* and be commensurate and adjustable to the compensation offered for Stage II. The educator shall relate each responsibility to an identified plan or other instructional improvement.

Eligible teachers in Stage III of the Putnam County R-1 School District shall have the following:

- a. Completed five (5) years teaching experience in Missouri public schools.
- b. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (section 168.400.4 RSMo),
- c. Performed at an acceptable level or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process. The local evaluation process must be fully aligned to the Essential Principles of Effective Evaluation (5CSR 20-400.375).
- d. Be serving on not less than a regular length full time contract.
- e. Appropriate certification in the subject area for each teacher.
- f. Developed a Career Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by April 26, 2024. The district shall ensure that a minimum of one hundred (100) clock hours are completed for Stage III. This requirement should coincide with the standard\* and be commensurate and adjustable to the compensation offered for Stage III. The educator shall relate each responsibility to an identified plan or other instructional improvement.

**IV. Each career ladder stage shall contain specific qualifications to be completed prior to application. Responsibilities or voluntary efforts are commensurate and adjustable to the compensation offered for that stage and will be completed by the teacher while on the Career Ladder. Teachers on each stage of the Career Ladder Plan will complete a required number of clock hours of efforts:**

- a. Stage I - fifty (50) clock hours**
- b. Stage II - seventy-five (75) clock hours**
- c. Stage III - one hundred (100) clock hours**

Eligible teachers participating in the Career Ladder Grant Program of the Putnam County R-1 School District shall complete a minimum of clock hours in one or more responsibilities or volunteer efforts. Putnam County R-1 School District teachers will complete:

- a. At least fifty (50) clock hours for those teachers in Stage I
- b. At least seventy-five (75) clock hours for those teachers in Stage II
- c. At least one hundred (100) clock hours for those teachers in Stage III

Putnam County R-1 School district teachers participating in the Career Ladder Grant Program shall complete a minimum of the required hours on responsibilities or voluntary efforts in one of the following areas:

1. Participating in teacher externships.

2. Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation.
3. Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation.
4. Serving as a mentor for students, whether in a formal or informal capacity.
5. Providing high quality tutoring or additional learning opportunities to students.
6. Assisting students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students with completing college or career school admission or financial assistance applications.
7. Receiving additional teacher training or certification outside of that offered by the school district (I.E. National Board Certification).
8. Providing non-paid counseling to students beyond the contract day.
9. With administrative approval, working with students during a special activity/program or interest club/group created for students which promotes student and/or parent involvement, without compensation. (Title Nights promoting math or reading, History Night, Math Club, Robotics Club, etc.)
10. Researching, developing, and implementing activities to supplement current instructional programs - this does NOT include working on lesson plans.
11. Writing, revising, and/or preparing curriculum to align it to MO Learning Standards/Course Level Expectations (CLEs).
12. Keeping parents informed of students' progress through various means at times not stipulated by the district. (May include newsletters, email, phone calls, etc.)
13. Studying professional development videos and/or literature.
14. Serving as a member of school and professional committees.
15. Attending departmental meetings held beyond the contract day to develop strategies for at-risk students. NOTE-This does NOT include IEP/504 meetings.
16. Implementing technology beyond the contract day.
17. Attending professional development opportunities beyond the contract day and presenting to colleagues upon return.
18. Other (with description of how this responsibility or voluntary effort directly and obviously relates to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement.)

**V. The DCLP shall show evidence of teacher, administrator and patron involvement in the development of the DCLP.**

The Putnam County R-I School District teachers select two teachers from each building that are current CTA (Community Teachers Association) members, one administrator, and one parent to participate in the development of the DCLP. This working group gathered feedback on the draft of the DCLP and made appropriate revisions before it was presented to the local school board for approval.

## **VI. The DCLP shall contain provisions for assessment of the district's Career Ladder.**

The Putnam County R-1 School District has created an assessment committee. This committee consists of educators, administrators, and patrons. This committee will annually assess the success of the DCLP. They will report to the board each year at a regular board meeting regarding the benefits for school and students, and teacher interest and participation. In addition, the Putnam County R-1 School District will report data on their Career Ladder Grant Program to the Department of Elementary and Secondary Education upon request. Information reported to the department upon request may include but not be limited to:

- a. Total number of teachers participating at each stage
- b. Total state contribution
- c. Total local contribution
- d. Total hours of teacher participation in these categories:
  1. Participating in teacher externships.
  2. Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation.
  3. Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation.
  4. Serving as a mentor for students, whether in a formal or informal capacity.
  5. Providing high quality tutoring or additional learning opportunities to students.
  6. Assisting students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students with completing college or career school admission or financial assistance applications.
  7. Receiving additional teacher training or certification outside of that offered by the school district (I.E. National Board Certification).
  8. Providing non-paid counseling to students beyond the contract day.
  9. With administrative approval, working with students during a special activity/program or interest club/group created for students which promotes student and/or parent involvement, without compensation. (Title Nights promoting math or reading, History Night, Math Club, Robotics Club, etc.)
  10. Researching, developing, and implementing activities to supplement current instructional programs - this does NOT include working on lesson plans.
  11. Writing, revising, and/or preparing curriculum to align it to MO Learning Standards/Course Level Expectations (CLEs).
  12. Keeping parents informed of students' progress through various means at times not stipulated by the district. (May include newsletters, email, phone calls, etc.)
  13. Studying professional development videos and/or literature.
  14. Serving as a member of school and professional committees.
  15. Attending departmental meetings held beyond the contract day to develop strategies for at-risk students. NOTE-This does NOT include IEP/504 meetings.
  16. Implementing technology beyond the contract day.
  17. Attending professional development opportunities beyond the contract day and presenting to colleagues upon return.

18. Other (with description of how this responsibility or voluntary effort directly and obviously relates to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement.)

e. Overall annual retention rates of participating teachers

**VII. The DCLP shall contain procedures for appealing decisions made regarding approval or denial of application and placement on the Career Ladder, including the right to substantive and procedural appeals of the PBTE.**

Any Putnam County R-1 School District educator who is denied participation in the Career Ladder Program due to a determination from the performance-based evaluation process or a determination that they have not met the requirements for participation will have the option to appeal that determination. The appeal procedure shall include:

- a. An opportunity to have the decision reviewed by the superintendent of schools of the Putnam County R-1 School District; and
- b. An opportunity to have the decision rendered by the superintendent reviewed by the local board of education for the Putnam County R-1 School District.

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 this Putnam County R-1 School District Career Ladder Plan.

**VIII. The DCLP shall contain provisions for recognition of teacher mobility from one participating district to another within the state.**

An educator entering the Putnam County R-1 School District may apply to participate on any Career Ladder stage for which he/she is qualified based on total years of experience in a Missouri public school.

\*The Career Ladder Grant Program Standard is:

| STAGE     | DOLLARS | HOURS | MINIMUM # OF RESPONSIBILITIES |
|-----------|---------|-------|-------------------------------|
| Stage I   | \$1,500 | 50    | 1                             |
| Stage II  | \$3,000 | 75    | 1                             |
| Stage III | \$5,000 | 100   | 1                             |

The minimum number of responsibilities or volunteer efforts and the minimum number of clock hours must be met for a teacher to be eligible under the Career Ladder Grant Program.

**Payment is not pro-rated. For example - 92 hours completed would be paid at stage 2.**

### **Career Ladder Eligibility**

1. Two years teaching in Public Schools -- Stage I
2. Three years teaching in Public Schools -- Stage II
3. Five Years teaching in Public Schools -- Stage III
4. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring.
5. Regular length, full time contract
6. Appropriate Missouri certification in the subject/grade level
7. Performed at an acceptable level or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process. The local evaluation process must be fully aligned to the Essential Principles of Effective Evaluation.
8. Developed a Career Ladder Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her Career Ladder supplemental pay.

### **Time Line**

July 1 - April 26

Pre-Approval Due: Monday, May 15, 2023

Amendments Due: Friday, March 1, 2024

Final Packet Due: Friday, April 26, 2024

### **Payment Schedule**

Payment to participants will be awarded by June 30th upon completion of their career ladder plan.