

WAYNESVILLE R-VI SCHOOL DISTRICT

**CAREER
LADDER
PLAN**

**Previous Plan Approved April 2007
Revised and Approved April 2008**

WAYNESVILLE R-VI CAREER LADDER PLAN

I. THE STRUCTURE

The Waynesville R-VI School District Career Ladder Plan (DCLP) was developed by a committee composed of teachers, administrators, and patrons. The committee reviewed the State Model and other school district plans, which have been implemented. The Waynesville DCLP was presented to the Board of Education by the committee and approved on March 16, 1987. Current revision was approved March 16, 2006.

A Career Ladder Council composed of an elected teacher from each building, with one extra for buildings having over 25 Career Ladder participants, and one central office administrator, will approve the Career Ladder Development Plans and make recommendations regarding acceptance for Board of Education action. Non-voting building administrators serve on a voluntary basis. The committee is responsible for the quality of the program at the district level. Committee members will serve three years and will be elected on a rotating basis.

Within each school building in the district, each Career Ladder Plan will be reviewed and approved by the Building Career Ladder Committee. This committee of not less than three (3) or more than five (5) members will be selected by the building's Career Ladder Council member(s). A building principal (or designee) must serve on the committee. Decisions of the committee are by consensus.

Any Career Ladder responsibilities within the plan not gaining consensus approval by the Building Career Ladder Committee will be subject to review and revision by the Career Ladder Council Review Committee. The Career Ladder Council Review Committee will be composed of not less than three (3) or more than five (5) members selected by the Career Ladder Council chairperson.

The DCLP contains three stages and qualifications for each stage. The annual supplemental pay shall not exceed \$1,500.00 for Level I, \$3,000.00 for Level II, or \$5,000.00 for Level 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 Career Ladder Plan for each year begins at the end of the previous school year.

II. THE PHILOSOPHY

Quality education is largely dependent on the skill, talents, and performance of the educators. The Waynesville R-VI School District Career Ladder Plan provides for a flexible framework in which career development is available. Certified educators are compensated for performance of additional professional responsibilities.

The DCLP is a means by which certified educators pursue additional educational opportunities to provide more effective student learning experiences. Its purpose is also to recruit qualified educators, encourage certified educators to remain in education, and enhance the exchange of ideas to improve effective instruction. In accordance with current state guidelines and district goals, career ladder activities will support student academic performance and quality teaching.

III. THE GOALS

1. To promote excellence of teaching, enrich instructional content, and enhance student performance.
2. To encourage teachers to remain in teaching by providing opportunities for increased recognition and compensation.
3. To foster professional growth and the exchange of ideas.
4. To encourage gender-equitable educational methods, techniques, and practices.
5. To improve methods to teach children with special needs.
6. To facilitate teacher mobility from one participating district to another within the state. New teachers to the district who were previously placed on Career Ladder at any level in another Missouri public school and who meet the requirements of the Waynesville R-VI Career Ladder may request the Waynesville District Career Ladder Council, in writing, to consider placement.
7. To support district CSIP goals and improve student academic performance.

IV. THE PLAN

LEVEL I

Application will include:

1. Appropriate certification in area of employment.
2. Five years cumulative experience in Missouri public schools preceding entry to Career Ladder.
3. Full-time assignment as a professional staff member with no more than one-half time spent in administration or other duties. (Full-time classroom teacher, librarian, guidance counselor, school psychological examiner, parents as teachers educator, school psychologist, special education diagnostician, or speech therapist.)

File will include:

1. Signed verification by the assigned PBTE evaluator that the appropriate evaluation score was at the required level of performance or above. Appeal procedures for summative evaluations are included in the Waynesville R-VI School District's *Handbook for Teacher Evaluation* which is distributed to all certified staff.
2. Career Ladder Development Plan formally detailing the manner and time lines proposed to meet the specific responsibilities for the Career Ladder, Level I. Participants will use current forms for the Waynesville District Career Ladder Plan.

PBTE Evaluators:

The administrative staff involved in issuing summative evaluations will attend annual in-service sessions on PBTE which shall include but not be limited to the following: (a) knowledge of effective teaching, (b) formative observation, (c) summative evaluation, and (d) procedures for consistency and reliability among evaluators. Assistance in the improvement of instruction shall be given in accordance with the *Handbook for Teacher Evaluation*.

Responsibilities:

Level I Career Ladder participants must select a minimum of two responsibilities relating to academics. These responsibilities must relate to programs and services for students as outlined in the district's Comprehensive School Improvement Plan (CSIP), Professional Development Plan or instructional improvement as outlined in the Building Professional Development Goals.

1. At least one responsibility will contain a direct student contact component to be performed within the school district.
2. Co-curricular activities, after school, should be identified specifically and relate to the curriculum.
3. Total minimum involvement time is sixty (60) clock hours.
4. Time accounting is the responsibility of each participant using the Log of Time form.
5. See Appendix for detailed listing of guidelines.

LEVEL II

Application will include:

1. Successful completion of the Level I Career Ladder Plan.

To qualify for Level II, a teacher must complete a Career Ladder Plan and two (2) years of service on Level I of an approved Career Ladder Plan in a Missouri public school. One (1) year of service on the previous level may be waived by the local Board of Education based upon completion of a total of seven (7) years of experience, (non-administrative), in the public schools. Waiver requires written request to the Career Ladder Council.

2. Appropriate certification in area of employment.
3. Assignment as a classroom teacher, librarian, guidance counselor, school psychological examiner, parents as teachers educator, school psychologist, special education diagnostician, or speech therapist, with no more than one-half time spent in administration or other duties, and on the district salary schedule serving not less than a regular-length, full-time contract.

File will include:

1. Signed verification by the assigned PBTE evaluator of an appropriate summative evaluation indicating a performance rating with no behavior rated lower than the expected column. The educator shall have performed above the expected level on at least 10% of the criteria on the most recent PBTE. One of the criteria 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 related to students for school psychological examiners, parents as teachers, educators, school psychologists, special education diagnosticians, and speech therapists. (See Form 4a,)

Appeal procedures for summative evaluations are included in the Waynesville R-VI School District's *Handbook for Teacher Evaluation* which is distributed to all certified staff.

2. Career Ladder Plan developed by the participant that details the specific responsibilities and time lines. Participants will use current forms for the Waynesville District Career Ladder Plan.

Responsibilities:

Level II Career Ladder teachers will select a minimum of three (3) and not more than eight (8) responsibilities relating to academics. A maximum number of eight (8) responsibilities are allowed. These responsibilities must relate to programs and services for students as outlined in the district's Comprehensive School Improvement Plan (CSIP), District Professional Development Plan, or instructional improvement as outlined in the Building Professional Development Goals.

1. At least one responsibility will contain a direct student contact component to be performed within the school district.
2. Co-curricular activities, after school, should be identified specifically and relate to the curriculum.
3. Total minimum time involvement is ninety (90) clock hours and continuing education is limited to six (6) hours college credit. (See Appendix)
4. Time accounting is the responsibility of each participant using the Log of Time form.
5. See Appendix for detailed listing of guidelines.

LEVEL III

Application will include:

1. Successful completion of the Level II District Career Ladder Plan.

To qualify for Level III, applicants must have completed a Career Ladder Plan and three (3) years of service on Level II of an approved Career Ladder Plan in a Missouri public school. Two (2) years of this service on Level 2 may be waived by the local Board of Education based upon completion of a total of ten (10) years of experience, (non-administrative), in the public schools. Waiver requires written request to the Career Ladder Council.

2. Appropriate certification in area of employment.
3. Employed as classroom teacher, librarian, guidance counselor, school psychological examiner, parents as teachers educator, school psychologist, special educational diagnostician, or speech therapist, with no more than one-half time spent in administration or other duties, and on the district salary schedule serving on not less than a regular-length, full-time contract.
4. Thirty (30) graduate hours are required for advancement to Level III on the Career Ladder Plan. Vocational teachers must have obtained a CCEC certificate, or if they have a Bachelor's degree and have received thirty (30) graduate hours they may advance to Level III.

File will include:

1. Signed verification by the assigned PBTE evaluator of an appropriate summative evaluation indicating a performance rating with no behavior rated lower than the expected column. The educator shall have performed above the expected level on at least 15% of the criteria on the most recent PBTE. One of the criteria 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 related to students for school psychological examiners, parents as teachers, educators, school psychologists, special education diagnosticians, and speech therapists. (See Form 4A)

Appeal procedures for summative evaluations are included in the Waynesville R-VI School District's *Handbook for Teacher Evaluation* which is distributed to all certified staff.

2. Career Ladder Plan developed by the participant that details specific responsibilities and time lines. Participants will use current forms for the Waynesville District Career Ladder Plan.

Responsibilities:

Level III Career Ladder teachers will select a minimum of four (4) and not more than eight (8) responsibilities relating to academics. A maximum number of eight (8) responsibilities are allowed. These responsibilities must relate to programs and services for students as outlined in the district's Comprehensive School Improvement Plan (CSIP), District Professional Development Plan, or instructional improvement as outlined in the Building Professional Development Goals.

1. At least one responsibility will contain a direct student contact component to be performed within the school district.
2. Co-curricular activities, after school, should be identified specifically and relate to the curriculum.
3. Total minimum time involvement is one hundred twenty (120) clock hours and continuing education is limited to six (6) hours college credit. (See Appendix)
4. Time accounting is the responsibility of each participant using the Log of Time form.
5. See Appendix for detailed listing of guidelines.

V. APPEAL PROCEDURES

A formalized grievance procedure has been established to provide all employees a systematic and equitable means of resolving, at the earliest date and at the lowest possible administrative level, an issue that may arise with respect to terms and conditions of employment. The procedure is available to any employee who feels there has been a misinterpretation or inequitable application of rules, regulations, policies, practices, or laws.

The purpose of this grievance procedure shall be to settle equitably, at the lowest possible administrative level and at the earliest possible date, issues that may arise from time to time with respect to the terms and conditions of employment of Waynesville R-VI certificated personnel provided for in this procedure. It is recognized that differences in the operation of the schools/departments in the district may occur in order to provide the services required.

Appeals or grievances relating specifically to a Career Ladder Plan use the following appeals procedure. All other grievances use the district grievance procedures as outlined in the Waynesville R-VI District's *Handbook for Teacher Evaluation*.

Appeal Procedures Relating to a Career Ladder Plan or Responsibility/Activity Review:

Working Site Level (Step 1)

1. A review request or complaint will be presented orally and informally to the Building Career Ladder representative. If the review is not promptly resolved, it will be submitted to the Building Career Ladder Council representative in writing on DCLP form 12.
2. Within five (5) workdays of receiving the written review request, the Building Career Ladder Committee will render a decision in writing to the complainant. A copy will be forwarded to the Career Ladder Council chairperson.

Site Level (Step 2)

1. Within five (5) workdays after receiving the decision at Step 1 from the Building Career Ladder Committee, the complainant may appeal the decision in writing to the Career Ladder Council Review Committee appointed by the Career Ladder Council chairperson. The original written review request on DCLP Form 12 along with the Building Career Ladder Committee's decision will be submitted to the Career Ladder Council chairperson.
2. Within ten (10) workdays of receipt of the appeal, the Career Ladder Council chairperson will convene a Career Ladder Council Review Committee to investigate and render a decision in writing to the complainant and Building Career Ladder Committee. The Career Ladder Council chairperson will serve as a non-voting member of the CLC Review Committee.

District Level (Step 3)

1. Within five (5) workdays after receiving the decision at Step 2, the complainant may appeal the decision in writing to the District Career Ladder Council by submitting all previous written documentation to the Career Ladder Council chairperson.

2. Within ten (10) workdays of receipt of the appeal, the Career Ladder Council will investigate and render a decision in writing to the complainant, the Building Career Ladder Committee and superintendent or superintendent's designee. An appeal or grievance may be appealed to the Board as outlined in Step 4.

Governing Board Level (Step 4)

1. Within five (5) workdays after receiving the decision at Step 3, the complainant may appeal the Career Ladder Council's decision to the Board of Education by submitting all previous written documentation to the superintendent or superintendent's designee.
2. The Board will schedule the matter for a hearing within twenty-five (25) workdays following receipt of the appeal. The Board will render a decision within fifteen (15) workdays after the hearing and record its decision in its minutes. Copies of the decision shall be given to the complainant, the Career Ladder Council, and to the person or persons originally involved in the complaint. The decision of the Board of Education will be deemed final.

Appropriate forms shall be used in the processing of all written grievances. The forms will be available on the building servers.

No reprisals of any kind shall be taken by any party to this procedure against any part in interest, any witness, or any other participant in this grievance procedure by reason of such participation.

Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

VI. EVALUATION

Evaluation of the Waynesville R-VI District Career Ladder Plan will be in accordance with the Missouri Department of Elementary and Secondary Education, which includes annual submission of the Career Ladder Assessment Form. Additional evaluation procedures may be adopted as required.

CAREER LADDER FORMS

Form 1

Statement of Intent Form: This form must be filed by computer by due date announced annually, stating intent concerning Career Ladder for the following school year.

Forms 2-3

These forms must be completed and approved prior to the end of the current school year. These forms describe Career Ladder responsibilities for the following year.

Form 4 / 4a

One of these forms is completed by the Career Ladder participant and approved by the principal prior to the end of the current school year as verification that the PBTE score for the current year satisfactorily meets the requirement to remain on or enter Career Ladder the following year.

Form 5

This form verifies eligibility for Career Ladder and distinguishes level. This form is filed with the district assistant superintendent of human resources.

Form 6

This form is to be completed and sent to the Career Ladder Council chairperson prior to August 25 of each school year. It verifies approval of the participant's tentative Career Ladder Plan. Each participant subsequently signs a copy of Form 6.

Form 7

Log of Time spent completing each responsibility is to be kept and signed by the participant. It is placed in the participant's file as completed throughout the school year. The Career Ladder Plan for each year begins at the end of the previous school year.

Form 8

Student sign-in sheets (Form 8A,B, or C) are used to verify student contact time and tutoring time. Log time on Form 7s not confirmed with student sign-in sheet on Form 8s is not countable as career ladder hours.

Form 9 and 10

Form 9 is for use by participants to report Career Ladder activities by category to the Building Career Ladder Council member and Building Career Ladder Committee. Only the Building Career Ladder Council member to summarize activities within the building uses form 10. These forms conform to state evaluation requirements.

Form 11

Only new hires to the district are to use Form 11. This form is to be submitted to the Career Ladder Council and provides necessary information for a placement decision to be made.

Form 12

Only a Career Ladder participant or Building Career Ladder Committee member requesting a responsibility review use Form 12. This form is submitted to the Career Ladder chairperson for review and decision by the Career Ladder Council Review Committee.

General Information:

Beginning with the 2001-2002 Career Ladder Plans, all Waynesville R-VI plans will be filed on computer. By an August date to be announced each year, Forms 5 and 6 are filed by the Building Career Ladder representative with the Human Resources Office to be documented, signed, and processed. The council representative then verifies on Form 6 that all forms are filed and completed properly and submitted to the Career Ladder Council chairperson. A copy of Form 11 will also be kept with the participant's file in the Human Resources Office. A building list, using the template provided, will be sent to the Human Resources Office as requested.

Current Career Ladder forms are available through the district computer network. All Career Ladder participants and council members will use only council-approved, current Career Ladder technology procedures and forms.

All Council Career Ladder technology decisions are made with prior consultation and advisement of the district technology staff through the director of instructional media and technology or designee. The director of instructional media and technology or designee will receive regular council communications.

WAYNESVILLE CAREER LADDER STATEMENT OF INTENT FORM

[The current Waynesville Career Ladder Plan is located on the District website <waynesville.k12.mo.us> in the Staff section as Career Ladder Book.] State career ladder guidelines are detailed on the DESE website: <http://www.dese.mo.gov/divteachqual/careerladder/>.

Name: _____ Position?

**Courses Taught/
Professional**

Assignment: _____

CHECK the appropriate box below:

I wish to **continue** my placement on Level?
of the Waynesville Career Ladder Plan for the Year? school year.

I wish to **apply** for placement on the Waynesville Career Ladder Plan for
 Level? for the Year? school year.

I, _____, understand that it is entirely each participant's responsibility to understand, follow, and meet all DCLP guidelines and deadlines as set by the Building Career Ladder Committee or the District Career Ladder Council. Failure to comply with DCLP guidelines, deadlines, or the provision of false information is grounds to be removed from Career Ladder.

Participant's Signature

Date – (MM/DD/YYYY)

SUMMARY OF RESPONSIBILITIES

Name: _____ **Date (Type Month Day, Year):** _____

List responsibilities to be completed on Career Ladder Level by category referencing the Waynesville CSIP Goals, District Professional Development Plan, or Building Professional Development Goals. These documents are located on the district website under Curriculum. (Go to waynesville.k12.mo.us and select Departments, then Curriculum; Choose Professional Development or CSIP for these documents.)

Responsibility 1: -- **Specific Responsibility Description:**
Related to 1: -- **Specific Goal Match:**

Responsibility 2: -- **Specific Responsibility Description:**
Related to 2: -- **Specific Goal Match:**

Responsibility 3: -- **Specific Responsibility Description:**
Related to 3: -- **Specific Goal Match:**

Responsibility 4: -- **Specific Responsibility Description:**
Related to 4: -- **Specific Goal Match:**

Responsibility 5: -- **Specific Responsibility Description:**
Related to 5: -- **Specific Goal Match:**

Responsibility 6 : -- **Specific Responsibility Description:**
Related to 6: -- **Specific Goal Match:**

Responsibility 7: -- **Specific Responsibility Description:**
Related to 7: -- **Specific Goal Match:**

Responsibility 8: -- **Specific Responsibility Description:**
Related to 8: -- **Specific Goal Match:**

RESPONSIBILITY PLAN FOR

(To be completed for each responsibility)
[All responsibilities must be related to academics and instruction. MINIMUM student contact time listed under student tutoring and/or other student contact for each Level is: Level I = 18 hours, Level II = 27 hours, Level III = 36 hours. Documentation is required for all student contact time. See Appendix or CL rep for more information.]

Name:

1. Category?
Specific Responsibility:

2. Check identified area (ONLY One):

- | | List Goal # |
|--|--------------|
| <input type="checkbox"/> District Curriculum Development Plan (CSIP) -- <input type="text"/> | |
| <input type="checkbox"/> District Smart Goals (DSG) | DSmart Goal? |
| <input type="checkbox"/> Building Smart Goals (BSG) | BSmart Goal? |

3. Specific action to be completed for designated responsibility:

4. Projected completion date:

5. Estimated time for completion:

EVALUATING ADMINISTRATOR VERIFICATION OF PBTE SCORE

Name:

For Career Ladder participants using the “old” PBTE summative form:
The total point score received on the current year’s PBTE summative form meets or exceeds the required point score for:

For Career Ladder participants using the “new” PBTE summative form:
The participant completed DCLP Form 4a, which reflects exemplary areas of expertise. The principal signed Form 4a providing a copy for the participant and for the Human Resources Office. The most current PBTE summative evaluation meets or exceeds the required criteria for participation in the Waynesville Career Ladder Plan for:

- Level I** PBTE meets expected level on all criteria.

- Level II** PBTE meets expected level on all criteria and exceeds on 10%, with at least one of the criteria in the area of instructional process.

- Level III** PBTE meets expected level on all criteria and exceeds on 15%, with at least one of the criteria in the area of instructional process.

Evaluating Administrator

Date

CAREER LADDER VERIFICATION FORM
for
PERFORMANCE-BASED TEACHER EVALUATION

Name: _____ Date: _____

REGARDING LEVEL II OR III: The educator shall have performed above the expected level on at least 10% for Level II and 15% for Level III of the criteria on the most recent PBTE. One of the criteria above the expected level shall be in the instructional process area for teachers and librarians, guidance counseling process for counselors, and the process area most closely related to specific job performance as related to students for school psychological examiners, parents as teachers, educators, school psychologists, special education diagnosticians, and speech therapists.

EXAMPLE:

Standard # 1 : Teacher prepares for effective instruction.

Criteria # A : Teacher demonstrates effective planning for instruction.

Description of exceptional performance: Each week my lesson plans are e-mailed to the principal's drop box. My lesson plans are specifically tied to grade level expectations (documented) as required for MAP testing. Student assessments are clearly outlined for all subjects within my weekly plans. All outside resources are denoted with connected objectives and sources of information documented. My lesson plans are comprehensive and clearly define my curricular and instructional objectives/goals for the week.

Principal's Signature: _____ Date: _____

**** 2 REQUIRED FOR LEVEL II • 3 REQUIRED FOR LEVEL 3 ****

Standard # ____ : _____

Criteria # ____ : _____

Description of exceptional performance: _____

Principal's Signature: _____ Date: _____

Standard # ____ : _____

Criteria # ____ : _____

Description of exceptional performance: _____

Principal's Signature: _____ Date: _____

Standard # ____ : _____

Criteria # ____ : _____

Description of exceptional performance: _____

Principal's Signature: _____ Date: _____

HUMAN RESOURCES OFFICE VERIFICATION FORM

Participant Name:

Level?

School for Job Assignment: Select?

School for Career Ladder: School?

(Area below to be filled in by Assistant Superintendent of Human Resources)

Human Resources Office Report:

1. Number of years experience in Missouri public schools _____

_____ * Number of years experience in DoDDs and out of state _____

*Total experience cannot include private school, college, or administrative experience.

Yes 2. Currently assigned as a classroom teacher, librarian, guidance counselor, school psychological examiner, parents as teachers, educator, school psychologist, special educational diagnostician, or speech therapist, and on the district salary schedule in the Waynesville R-6 Schools.

No

Yes 3. Employee holds current, appropriate certification relative to professional assignment.

No

Yes 4. A minimum of 30 graduate hours on file in the Human Resources Office, or teacher has received a second five-year vocational certificate.

No

Assistant Superintendent of Human Resources

Date

**CAREER LADDER COUNCIL PORTFOLIO CHECKLIST
AND RECOMMENDATION REPORT**

Teacher Name:
Building Assignment for Career Ladder: **Building Assignment?**
Principal in Charge of Career Ladder:
Evaluating Administrator:
Career Ladder Building Representative:

Working toward completion of **Level?** Application for the **Year?** school year

Yes No 1. Forms 1 – 5 are completed and submitted on the current DCLP computerized forms.

Yes No 2. DCLP Form 11 requesting specific plan responsibility review has been submitted.

A Waynesville R-VI Career Ladder Council member has examined the portfolio, and recommends placement of the above teacher on the applied for level of the Waynesville Career Ladder for this school year.

Building Career Ladder Council Member **Date**

Your name has been placed on the current Waynesville Career Ladder Participant list and submitted to DESE. Chairperson’s signature does not indicate plan review of responsibilities by the Council or Chairperson.

Career Ladder Council Chairperson **Date**

Sign only upon return from Career Ladder Council Chairperson to verify that the above information is correct.

“I understand that failure to comply with DCLP guidelines, deadlines, or the provision of false information is grounds to be removed from career ladder.”

Participant’s Signature **Date**

/

STUDENT SIGN-IN SHEET
(Small Event with few students and teachers)

EVENT --

Teacher(s)

	DATE	STUDENT NAME	TIME IN	TIME OUT	TOTAL TIME
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

STUDENT LIST + TEACHER SIGN-IN SHEET
 [Large Event with multiple students & teachers; Provided by Event Organizer(s)]

EVENT --		Event Organizers:
	STUDENT NAMES	STUDENT NAMES
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		

STUDENT LIST + TEACHER SIGN-IN SHEET
[Large Event with multiple students & teachers; Provided by Event Organizer(s)]

Event--

Date:

	TEACHER NAME	TIME IN	TIME OUT	TOTAL TIME
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

STUDENT SIGN-IN SHEET
 (Event with same students on multiple dates)

Event Name:

(A = Absent; Check mark = Present)

Date

Date

Date

Date

Date

	Names of Students who may attend	Date	Date	Date	Date	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
	Teachers Instructing					

TEACHER FORM

ASSESSMENT OF YEAR? CAREER LADDER PLAN AND ACTIVITIES

Name: _____ Job Assignment: _____
Building Assignment: Building? Career Ladder Principal: _____

1. Career Ladder Level: Level?
2. Total number of hours spent on Career Ladder Activities. (Please report all hours spent.)

Level I _____ hours (60 hours minimum required)
Level II _____ hours (90 hours minimum required)
Level III _____ hours (120 hours minimum required)

3. Total number of hours spent in each of the following areas:

Parent Contact: _____ hours
Student Tutoring: _____ hours
Other Student Contact: _____ hours
Curriculum Development: _____ hours
Professional Development: _____ hours
Other Instructional Improvement: _____ hours

4. Briefly describe any new Career Ladder activities initiated during the school year.

Participant Signature

BUILDING REPORT
SUMMARY OF CAREER LADDER PLANS AND ACTIVITIES

Building: Building? **Principal:**
Building CL Council Members: _____

1. Number of Career Ladder teachers on:

Level I -- _____ Level II -- _____ Level III -- _____

2. Total number of hours spent in each of the following areas:

Level I _____ hours
Level II _____ hours
Level III _____ hours

3. Total number of hours spent in each of the following areas:

Parent Contact: _____ hours
Student Tutoring: _____ hours
Other Student Contact: _____ hours
Curriculum Development: _____ hours
Professional Development: _____ hours
Other Instructional Improvement: _____ hours

4. Briefly describe any new Career Ladder activities initiated during the school year.

Principal Signature & Date

Career Ladder Council Members Signature & Date

***APPLICATION TO CAREER LADDER COUNCIL FOR PLACEMENT**

Name: _____

Date of Hire: _____

Date of Application: _____ Applying for Level: _____

Building Assignment(s): _____

Position: _____

Principal in Charge of Career Ladder: _____

Career Ladder Building Representative: _____

Total Teaching Experience: _____

In MO: _____ (public schools)

Out of State: _____

DoDDs : _____

Building Information:

Copy of Previous Evaluation:

Satisfies Requirement for Level:
(Mark highest level qualified for)

____ 1
____ 2
____ 3

Building Principal

Documentation of Prior Career Ladder
Placement:

Prior Level: _____

Building Principal

Personnel Office Information:

Teaching Certification on File:

Personnel Officer

Graduate Hours on File:

Personnel Officer

Verification from Previous Employers:

Yes

No

Initials

*This form is only for newly hired teachers to the Waynesville R-VI District who are employed after March 2. Application deadline is August 25 following the date of hire.

Career Ladder Placement:

Approved Level: _____

Council Meeting Date: _____

Career Ladder Chairman: _____

Asst. Supt.-Human Resources: _____

**REQUEST FOR REVIEW TO THE
CAREER LADDER COUNCIL REVIEW COMMITTEE**

Name: _____ Submit Date of Review Request: _____

Job Assignment: _____

Career Ladder Building Assignment: _____ Career Ladder Building Council Member: _____

Responsibility/activity for review:

Participant explanation about review request (attach additional page if needed):

*****To Be Completed by the Building Career Ladder Committee*****

Building Career Ladder Committee decision (attach additional page if needed):

___ Responsibility/activity approved with the following modification(s):

___ Responsibility/activity not approved for the following reason(s):

Signature of each Building Career Ladder Committee Member Date of Review and Decision: _____

*****To Be Completed by the Career Ladder Council Review Committee*****

Career Ladder Committee decision (attach additional page if needed):

___ Responsibility/activity approved as written

___ Responsibility/activity approved with the following modification(s):

___ Responsibility/activity not approved for the following reason(s):

Signature of each Career Ladder Council Review Committee Member Date of Review and Decision: _____

ELECTION ROTATION OF CAREER LADDER COUNCIL

Council as of March 2007 for School Year 2008 - 2009

SCHOOL:	ELECT. DATE:	REPRESENTATIVE:	RE-ELECT. DATE:
East Elementary	2006	DeeAnn Homan	2009
East Elementary	2006	Maxine Thompson	2009
Freedom Elementary	2006	Melissa Childs	2009
Freedom Elementary	2008	To Be Announced	2011
Partridge Elementary	2006	Susi Houghtaling	2008
Pick Elementary	2008	Cassie Wilson	2010
	2006	Gena Brown	2009
Thayer Elementary	2006	Brenna Caldwell	2009
Wood Elementary	2006	Marilyn Odle	2009
Waynesville High	2006	Jana Keeling	2009
Waynesville High	2006	Jill Whitham	2009
(+ SAVE/Piney Ridge)	2007	Amy Clark	2010
Waynesville Middle	2006	Dorothy Skaggs	2009
Waynesville Middle	2008	To Be Announced	2011
(+ SAVE/Piney Ridge)			
Way. Tech. Academy	2007	Virginia Fulmer-Rehm	2010
	2007	Diana Davison, Alt.	2010
Superintendent		Dr. Judene Blackburn	
Assistant Superintendent		Joe Petrich	
Building Principal		Jess Grizzell, Sonya Campbell, Duane Doyle	

Elections of council representatives are by certificated personnel from the building in which they work or are assigned for Career Ladder in March of the year shown for election. Representatives are re-elected on a tri-annual basis, e.g. elected in 2005, re-election in 2008.

Career Ladder officers are elected annually by the Career Ladder Council in April/May of each year.

NOTE: Career Ladder participants whose job assignment is outside a district elementary, middle school, high school or vocational school will be given a building assignment for Career Ladder. Those participants will have all rights and responsibilities of Career Ladder participants located in that building. Participants in the SAVE and Piney Ridge programs will be assigned a building for Career Ladder participation. Future assignments will be made as needed by the Career Ladder Council.

Approved by Career Ladder Council 04/16/2007, **revised** 04/21/2008.

APPENDIX
Waynesville Career Ladder Plan Guidelines

GENERAL GUIDELINES

1. Level I -- 2 responsibilities -- 60 hours -- \$1,500
Level II -- 3 responsibilities -- 90 hours -- \$3,000
Level III -- 4 responsibilities -- 120 hours -- \$5,000
2. All activities must clearly relate to academics and instruction. Activities will be done with Waynesville R–VI district students.
3. All activities must be done outside the contracted school day and not be part of the educators contracted duties. The educator can receive no compensation for the activity from any source.
4. All activities **MUST** relate to the current district CSIP goals, District Professional Development Plan, or instructional improvement as outlined in the Building Professional Development Goals.
5. At least one responsibility will contain a direct student contact component to be performed within the school district. A minimum of student contact hours (as reported on Form 9 under student tutoring and other student contact) must be 30% of the total required hours, i.e., Level I - 18 hours, Level II - 27 hours, and Level III – 36 hours. There is no maximum on student contact hours.
6. **Student sign in sheets for all student contact hours (student tutoring and other student contact) will be maintained. Documentation will be submitted as requested and at completion of the Career Ladder plan.**
7. All Career Ladder Plans must use the current Career Ladder forms available on building servers. **Use only the student sign-in sheets (Form 8s) found in the Career Ladder Drop Box.**
8. An electronic copy of each participant’s Career Ladder Plan is to be saved to the building Career Ladder Drop Box on the server.
9. Printed copies of any plan are not required, but may be requested at the discretion of the Building Career Ladder Council member(s), Building Career Ladder Committee, or Career Ladder Council chairperson.
10. Final deadlines are established annually by the Career Ladder Council. Building Council members and Career Ladder Committees may set earlier building deadlines as needed to meet the district due dates.

SPECIFIC GUIDELINES

1. School project activities, academic club sponsors and co-curricular activities, i.e., yearbook, banner-making, play sets construction, art matting/displays, etc., must involve students.
2. The educator must be an active participant in the activity to count as Career Ladder hours. Supervision or attendance alone is not adequate and not countable as career ladder hours.
3. As long as the educator possesses some expertise in the academic area, the activity need not relate only to his/her area of curriculum.
4. NO sports activities or church activities of any kind may be counted. Many activities directly relate to the district CSIP concern of student wellness. Such activities are countable only IF they obviously relate to one of these criteria: 1. Physical Fitness & Wellness, 2. Health, 3. Safety (Ex. Presidential Fitness program, nutrition, lifetime health habits, water safety, CPR, First aide, etc.) Activities specific to a sport, open gym, community fitness, etc. are NOT countable. Student sign-in logs MUST verify activity, i.e. Student signs in indicating "Open Gym" is NOT countable.
5. No community projects activities, such as Sunday school class, 4-H, etc., may be counted.
6. The maximum hours allowed for professional reading for all levels is 10 hours and must be counted in the professional development category.
7. To be counted ONE time only, 15 hours on Career Ladder for completion of Master's, Specialist's, or Doctorate degree within a plan year regardless of plan level.
8. Maximum professional development hours including college hours (as reported on Form 9) will be 20 hours for Level I, 30 hours for Level II, and 40 hours for Level III. University credit counts on a 1:8 ratio, i.e., 1 hour class equals 8 hours on Career Ladder.
9. Travel time one-way only may be counted, but NOT for college classes.
10. Professional workshops (if outside the school day) may count regardless of who pays the registration fees.
11. Time log should document actual time on task, i.e., not lunch, break time, etc. Per state requirement, meal and break time must be documented, ex. Saturday all-day activity 8-11:30AM, 12 – 2PM, 2:15-4:00PM.
12. Student contact or tutoring activities must take place on school property or school-sponsored event locations. Activities done outside school facilities, such as home, church, etc., are not countable .
13. Countable student contact or tutoring activities must have AT LEAST one child present. That child may not be a family member or reside in the career ladder participant's home.

ACTIVITIES THAT ARE INAPPROPRIATE FOR CAREER LADDER

Source: DESE Career Ladder website --
http://www.dese.mo.gov/divteachqual/careerladder/inappropriate_acts.pdf
(December 2006)

The following are **examples** of activities that are not acceptable responsibilities for inclusion in a participant's Career Ladder Development Plan. **THIS LIST IS NOT ALL INCLUSIVE.**

- Painting classrooms
- School beautification projects
- Community activities that do not include students
- Community activities that do include students but are not directly and obviously related to instruction
- Taking tickets, time keeping, score keeping, attending school functions
- Any fund raisers or concession stand activities (PTO carnivals, PTO craft fairs, ball tournaments, book orders, etc.)
- Attending Board of Education meetings (unless attending to make a report for an approved committee)
- Any activity that is part of the educator's regular contracted day
- Any activity for which the educator receives compensation regardless of the source of that compensation
- College classes in administration (exception: class required for another program; ex. curriculum development)
- Any Church affiliated activity
- Any activity related to scouting or other non-academic activities
- Tutoring cannot include open gym, study hall, detention, and/or any activity for which a teacher receives a stipend
- IEP meetings
- Writing lesson plans or instructional units that are part of a teacher's regular responsibility to implement the district's curriculum and to design appropriate learning experiences for the students in his/her classroom or team

NOTE: The educator should be an ACTIVE participant in the planning and execution of approved activity. Supervision or attendance alone is not adequate.

(Example: Attending a workshop or conference is not adequate. In addition to attendance, a participant should find a way to report (written or oral) and share with co-workers ideas, teaching strategies, content updates, etc, acquired at the professional meeting. Being a presenter is sufficient. Supervision of students on the bus (ex. field trips) is not adequate.)

CAREER LADDER FREQUENTLY ASKED QUESTIONS

State Guidelines from Janet Goeller, Past Director and continued by Rosalyn Wieberg, Current Director

The purpose of this information is to assist districts in the pursuit of quality Career Ladder programs and address issues of concern. Please read carefully for clarification and information and **changes as indicated by underlining.**

1. *What activities are acceptable for Career Ladder?*

To be appropriate for Career Ladder, all acceptable activities must be related to academics. They must be directly and obviously related to programs and services for students as outlined in the district's Curriculum Development Plan, Professional Development Plan, School Improvement Plan* or instructional improvement. The Missouri School Improvement Program is included as appropriate in order for educators to tie committee work preparing for their district's MSIP visit to the Career Ladder without additional justification. All approved logged hours must be performed outside contracted time, the activity must not be part of the educators contracted duties and the educator can receive no compensation for the activity from any source. Church affiliated activities may not be used.

2. *What should the educator's role be in the activity?*

The educator should be an active participant in the activity. **Supervision or attendance alone** is not adequate.

3. *Is it possible that an activity have components which are appropriate for use on Career Ladder and other components which are not?*

Yes, in that instance it would be appropriate for the local committee to approve logging only the portion of the activity that would be appropriate. An example of this would be an educational field trip that included recreational activities. The local committee could then approve the educational portion of the trip as a Career Ladder activity but not allow the recreational portion.

4. *Is it correct that many valuable activities educators participate in do not fit into the current guidelines for Career Ladder activities?*

Yes, educators have historically been leaders in community, church, philanthropic and other activities that are very valuable. When an activity is deemed appropriate or inappropriate for Career Ladder, it is not a value judgment on that activity. It is simply a decision as to the appropriateness of that activity for use on Career Ladder.

5. *Are extra-curricular activities appropriate for Career Ladder?*

Athletics fall outside the scope of a regular curriculum; therefore, they are not appropriate for Career Ladder activities. Co-curricular activities are academic in nature and, if directly and obviously related to programs and services for students, may be appropriate for Career Ladder activities. This replaces the previous guideline excluding all MSHSAA sanctioned activities. Reminder: An educator can receive no Career Ladder compensation for an activity for which they receive extra-duty pay.

6. *What is the requirement for student/parent contact in an individual plan?*

Each individual plan must contain a direct student or parent contact component. Districts are encouraged to require that this be a large component of every plan. Each district may develop a specific requirement of student or parent contact.

7. *Is there a limit on workshop and/or college hours that may be counted on Career Ladder?*

Unless a district is able to show just cause, the combination of college hours and workshop hours should not exceed one-third (1/3) of the individual educator's plan. For a stage one educator that would be 20 hours, stage two would be 30 hours, and stage three would be 40 hours.

8. *What are the current guidelines regarding college hours?*

Beginning with the 1997-98 academic year, one (1) hour of college credit may be counted as a **maximum of eight (8) clock hours** for Career Ladder.

9. *What is the guideline regarding workshops and college credit?*

If a workshop offers college credit, the local committee may allow the educator to count the activity as a workshop if no college credit is acquired.

10. *Must an educator only choose Career Ladder activities that are directly related to his/her curriculum?*

No, as long as an educator possesses some expertise in the academic area, the activity need not relate only to his/her area of curriculum.

11. What is the purpose of the local committee?

The local committee is responsible for the quality of the program at the district level. They are required to adhere to the minimum standards established by the Department of Elementary and Secondary Education. They may establish additional standards that are district specific.

12. Is the local Career Ladder Committee or the local Board of Education the final decision maker as to whether or not a Career Ladder activity is appropriate?

If the activity does not violate the state statute or the State Board of Education rule, after receiving advice from the local Career Ladder Committee, the decision made by the local Board of Education will be final.

*The district's Comprehensive School Improvement Plan may consolidate the Curriculum Development Plan, Professional Development Plan, and the district's School Improvement Plan.