

Houston R-1



CAREER LADDER PLAN

2023-2024

Houston R-I School District District 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 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 plan in the district.**

The Houston 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 Houston R-I School District has developed a School Improvement Plan, a Curriculum Development 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 will be academic in nature and shall directly and obviously relate to the improvement of programs and services for students as outlined in the Houston R-I School District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, the Missouri School Improvement Program or other instructional improvement plan in the Houston R-I School District. The teacher's Career Ladder Development Plan (CLDP) will associate each Career Ladder responsibility or volunteer effort with either a designated plan or other instructional improvement.

- II. The DCLP shall contain three stages, the required hours of responsibilities or volunteer efforts for each stage and the maximum pay amount.**
- a. Stage I – requires 50 hours for a maximum amount of \$1,500**
 - b. Stage II – requires 75 hours for a maximum amount of \$3,000**
 - c. Stage III – requires 100 hours for a maximum amount of \$5,000**

The Houston R-I 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 CLDP. In order to participate, a Houston R-I School District educator shall meet the following qualifications prior to participation:

Eligible teachers in Stage 1 of the Houston R-I 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. Not currently placed on a Teacher Improvement Plan by Administration.
- 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 Ladder Development Plan (CLDP) 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 May 10, 2024. The district shall ensure that a minimum of fifty (50) clock hours are completed for Stage 1. This requirement should coincide with the standard and be commensurate and adjustable to the compensation offered for Stage 1. The educator shall relate each responsibility to an identified plan or other instructional improvement.

Eligible teachers in Stage 2 of the Houston R-I 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. Not currently placed on a Teacher Improvement Plan by Administration.
- 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 Ladder Development Plan (CLDP) 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 May 10, 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 3 of the Houston R-I 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. Not currently placed on a Teacher Improvement Plan by Administration.
- 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 Ladder Development Plan (CLDP) 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 May 10, 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 1 - fifty (50) clock hours
- b. Stage 2 - seventy-five (75) clock hours
- c. Stage 3 - one hundred (100) clock hours

V. Houston R-I School District teachers participating in the Career Ladder Grant Program shall complete a minimum of $\frac{1}{3}$ of the required hours in the area of student contact, but no more than $\frac{2}{3}$ of required hours. An exception to the rule is made for teachers who provide tutoring for remediation, in which case that teacher may count up to 100% of their hours for Career Ladder. The remaining hours must come from one of these categories.

The following are the areas to choose from with possible activities:

- a. Student Tutoring Hours
 - i. Providing high-quality tutoring or additional learning opportunities to students
 - ii. Assisting students with postsecondary education preparation including, but not limited to, teaching and ACT preparation course or assisting students with completing college or career school admission or financial assistance applications
- b. Other Student Contact Hours
 - i. Serving as a coach, supervisor or organizer of any extracurricular activity for which the teacher does not already receive additional compensation
 - ii. Serving as a mentor for students, whether in a formal or informal capacity
- c. Curriculum Development Hours
 - i. PLC process outside of normal hours (data collection, assessment writing, student care meetings)
- d. Professional Development Hours
 - i. Teacher externships
 - ii. Professional Development
 - 1. Note: Attending a workshop or conference is not adequate. In addition to attendance, a participant should find a way to report and document sharing with coworkers ideas, teaching strategies, content updates, etc, acquired at the profess
 - iii. College Credits 1 credit = 15 Career Ladder Hours
- e. Other
 - i. Committee or Team Meetings in which are conducted outside of teacher contract hours.
 - ii. Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation
 - iii. A description for each responsibility effort directly and obviously related to improvement of programs and services for students as outlined in the CSIP, Personal Professional Development Plan or MSIP would be required.

*College classes listed as Professional Development must be related to the current assigned position, and the name of the course(s) must be listed on the application.

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

The Houston R-I School District selected five teachers, one administrator, and one parent to serve on a working group that developed the Houston R-I School District's 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.

Committee Members: Jim Moore, Wytney Steelman, Maggie Moore, Jeff Richardson, Randi Wilson, and Dara Jackson

VII. The DCLP shall contain provisions for assessment of the district's Career Ladder

The Houston R-I 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 the regular May board meeting regarding the benefits for school and students, and teacher interest and participation. In addition, the Houston R-I 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 local contribution
- c. Total hours of teacher participation in these categories
 - Participating in teacher externships as provided in section 168.025, RSMo;
 - Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;
 - Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation;
 - Serving as a mentor for students, whether in a formal or informal capacity;
 - Providing high quality tutoring or additional learning opportunities to students;
 - 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;
 - Receiving additional teacher training or certification outside of that offered by the school district (i.e. National Board Certification)
 - 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).
- d. Overall annual retention rates of participating teachers

VIII. 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 Houston R-I 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 Houston R-I School District; and
- b. An opportunity to have the decision rendered by the superintendent to be reviewed by the local board of education for the Houston R-I 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 Houston R-I School District Career Ladder Plan.

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

An educator entering the Houston R-I 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.

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

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.

X. The following are activities that are not acceptable responsibilities or voluntary efforts to be included in a teacher's Career Ladder Development Plan. This is not all inclusive.

- Writing lesson plans or instructional units that are part of a teacher's regular responsibility for implementing the district's curriculum and to design appropriate learning experiences for the students in his/her classroom or team or a part of an educator's typically contracted times and duties
- Preparation for or participation in IEP meetings
- Tutoring cannot include open gym, study hall, detention, and/or any activity for which a teacher traditionally or already receives a stipend
- Community activities that do not include students
- Community activities that include students but are not directly and obviously related to instruction
- Taking tickets, time keeping, score keeping, attending school functions
- Any fundraisers 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 and compensated work day
- Any activity for which the educator receives compensation regardless of the source of that compensation
- College classes in administration courses (exception: classes required for another program or improvement of instruction for students; ex. curriculum development; recommended 1 credit hour = 15 Career Ladder hours)
- Any Church affiliated activity Any activity related to scouting or other non-academic activities
- Painting classrooms
- School beautification projects

NOTE: The educator should be an ACTIVE participant in the planning and execution of approved activities. 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 coworkers 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.

XI. Timeline:

Date Due:	To Do:
8/18/2023	Attend Information Session during District PD Day
9/29/2023	Deadline for Career Ladder Application Submittal in Google Classroom
2/16/2024	Deadline for corrections/amendments to your plan/application.
4/26/2024	State deadline to change levels.
5/10/2024	Submit all documents to the Career Ladder Committee. If you need an extension to this deadline, please contact a committee member.