

GUIDELINES TO GO INTO EFFECT FOR THE 2024-2025 CONTRACT YEAR

Revised 9/2023

Wichita Public Schools Paraeducator Career Ladder Guidelines

Range C	Range D	Range E	Range F	Range G	Range H	Range I
Requirements: High School Diploma or GED <u>Achieve HQ Status</u> After 2/1/2018: Passing score on Para PD Now Prior to 2/1/2018: 48 College Credit Hours or Passing Score on a State Approved Assessment	Requirements: 2 Years of Experience as a USD 259 Paraeducator A Total of 100 Approved Career Ladder Credits	Requirements: 3 Years of Experience as a USD 259 Paraeducator An Additional 100 Approved Career Ladder Credits	Requirements: 4 Years of Experience as a USD 259 Paraeducator An Additional 75 Approved Career Ladder Credits	Requirements: 5 Years of Experience as a USD 259 Paraeducator An Additional 75 Approved Career Ladder Credits	Requirements: 6 Years of Experience as a USD 259 Paraeducator An Additional 75 Approved Career Ladder Credits	Requirements: 7 Years of Experience as a USD 259 Paraeducator An Additional 75 Approved Career Ladder Credits

- **Any and all opportunities for Career Ladder reclassification are subject to negotiations.**
- Paraeducators working at least 20 hours per week in a permanent position are eligible for career ladder reclassification.
 - Assistant Paraeducators are not eligible for career ladder reclassification.
- Entry level for most positions will be Range “C” or below. Due to responsibilities and skills required, some positions may be placed on ranges other than designated entry-level ranges (*Advancement beyond this range will follow Career Ladder requirements*).
- Paraeducators who pass a Praxis test and earn an endorsement will be granted 100 Career Ladder Credits one time only.
- Paraeducators may only advance one Range per Career Ladder reclassification opportunity.
- All activities are subject to audit for verification.

You may earn credits from the following:

- **Professional Development Hours**
 - All PD hours must be documented and approved in Frontline in order to count towards Career Ladder.
 - Only PD hours accumulated within one contract year may count towards the Career Ladder reclassification following that contract year.
 - 1 approved PD hour in MLP is equal to 1 Career ladder credit.
 - Any PD that occurs during a workday, while the Paraeducator is on paid status, will count towards Career Ladder.
 - Paraeducators wanting to earn clock hours must be allowed to attend/participate in any scheduled trainings.
 - CHAMPS and MTSS training hours are eligible to be counted.
 - Completed trainings, conferences, or seminars that are not offered by USD 259 may count towards Career Ladder if they are documented and approved in MLP with a certificate or proof of completion.
- **College Credit Hours**
 - College classes completed and passed with a “C” or better may count towards Career Ladder if they were completed after the start date of a permanent, benefited paraeducator position.
 - In order for college credits to count towards Career Ladder, an unofficial transcript from the college or university with final grades listed must be provided to Human Resources.
 - 1 semester college credit hour is equal to 20 approved Career Ladder credits.
 - College credit hours may roll over from year to year if they have not yet been used for credits towards a Career Ladder reclassification.
- **Master Teacher Modules**
 - Master Teacher is an online learning platform, offering 147 modules that you could take on your own time.
 - Each module, when successfully passed with a 70% or better, is equal to 1 point on the Career ladder.
 - Modules may roll over from year to year if they have not yet been used for credits towards a Career Ladder reclassification.
 - It is not required to turn in any verification of completed modules; a report from Master Teacher will capture that.
- **CompPsych (EAP Program) Webinars**
 - CompPsych is an Employee Assistance Program offering Webinars that you could take on your own time.
 - Each job relevant Webinar is equal to 1 point on the Career Ladder reclassification.
 - Job relevancy of Webinar will be determined by Human Resources.
 - Only Webinar hours accumulated within one contract year may count towards the Career Ladder reclassification following that contract year.
 - All Webinars must be documented and approved in Frontline by submitting a Certificate of Documentation in order to count towards Career Ladder.