



## **St. Joseph School District Career Ladder Plan 24-25**

The Missouri Career Ladder Program is a voluntary performance pay matching program established by statute. This program supports salary supplements for teaching staff by providing compensation for additional responsibilities and voluntary efforts performed for which a teacher does not already receive some type of compensation.

The focus of the St. Joseph School District's Career Ladder program is to enhance and improve the educational experience for students. Career Ladder seeks to provide additional educational support for students who will benefit from academic and extended learning opportunities outside of the regular school day. Career Ladder allows participants to receive compensation for professional development conducted outside of contract hours. All activities within the Career Ladder program must be directly and obviously related to the improvement of programs and services as outlined in the District's Comprehensive School Improvement Plan, Professional Development Plan, Missouri School Improvement Program, and/or instructional improvement plan.

Career Ladder responsibilities involve extended day activities and are not compensated as part of the participant's regular contract time. At the time of application to participate in the Career Ladder program, applicants must be certified educators (teachers, counselors, librarians, school psychologists, process consultants, and speech pathologist) of the St. Joseph School District with no active performance improvement plans. Activities must be conducted with students attending the St. Joseph School District. Staff members are not allowed to count activities for their own children. **At a minimum, 50% of hours must be student contact.** Activities must be documented on logs (See Appendix A). **Clocking in and out will not be necessary.**

DESE's Career Ladder plan provides detailed information about the program.

**Each local school district desiring to participate in the Career Ladder Grant Program shall develop and submit to the Department of Elementary and Secondary Education (department) a District Career Ladder Plan (DCLP). This plan has eight required components and provides the organizational basis and required assurances for the district's career ladder program.**

The SJSD Career Ladder program details are outlined in this document.

### **Key Program Dates**

April 19, 2024	Intent to apply due to principal, principal updates Google sheet
May 23, 2024	Plan due to principal, principal updates Google sheet
July 1, 2024	Program for 24-25 begins, logs submitted monthly to principal
May 15, 2025	Program for 24-25 ends
May 15, 2025	Plan documentation and final logs submitted to building principal
May 31, 2025	Building principal approval due to Business Office
June 30, 2025	Business Office issues payment

- 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 St. Joseph 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 St. Joseph School District has developed a Comprehensive School Improvement Plan, a Curriculum Council, 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 St. Joseph School District Comprehensive School Improvement Plan, Academic Services goals, Professional Development Plan, the Missouri School Improvement Program or other instructional improvement plan in the St. Joseph School District. The teacher's Career Development Plan (CDP) will associate each Career Ladder responsibility or volunteer effort with either a designated plan or other instructional improvement. **At a minimum, 50% of hours must be student contact.**

**II. The DCLP shall contain three stages, the required hours of responsibilities or volunteer efforts for each stage and the maximum pay amount. A school district may elect to pay an amount less than the maximum allowable at each stage. The annual supplemental pay shall not exceed:**

- 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 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 St. Joseph 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. In order to participate, eligible school district educators shall meet the following qualifications prior to participation:**

Eligible educators in **Stage I** of the St. Joseph School District shall:

- 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 and applies to teachers only),
- 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 (5 CSR 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 May 15, 2025. 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 educators in **Stage II** of the St. Joseph School District shall:

- 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 and applies to teachers only),

- 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 (5 CSR 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 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. The educator will complete one or more responsibilities or volunteer efforts by May 31, 2025. 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 educators in **Stage III** of the St. Joseph School District shall:

- 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 and applies to teachers only),
- 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 (5 CSR 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 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. The educator will complete one or more responsibilities or volunteer efforts by May 15, 2025. 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. 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. Responsibilities or volunteer efforts shall be detailed in the teachers Career Ladder Development Plan (see Appendix C). Teachers on each stage of the Career Ladder Plan will complete a required minimum 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 St. Joseph School District shall complete a minimum of clock hours in one or more responsibilities or volunteer efforts. The St. Joseph 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

The St. Joseph 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:

- a. Serving in teacher externships as provided in section 168.025, RSMo;
- b. Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;
- c. Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation;
- d. Serving as a mentor for students, whether in a formal or informal capacity;
- e. Providing high quality tutoring or additional learning opportunities to students;
- f. 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;
- g. Receiving additional teacher training, coursework (1 credit hour of coursework = 10 Career Ladder hours), or certification outside of that offered by the school district (i.e. National Board Certification).
- h. Other (the responsibility or voluntary effort should directly and obviously relate to improved programs and services for students as outlined in the District Comprehensive School Improvement Plan, Professional Development Plan, Academic Services goals, Missouri School Improvement Program or instructional improvement and is an additional responsibility or voluntary effort extending beyond or in addition to contractual expectations).

If a participating educator is unable to complete the required 100 hours at Stage III, SJSD will pay them at Stage II or Stage I based on the hours completed. If a participating educator is unable to complete the required 75 hours at Stage II, SJSD will pay them at Stage I based on the hours completed.

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

The St. Joseph School District teachers selected three teachers (one from elementary, middle and high school), two administrators, one parent, and two board members to serve on a working group that developed the St. Joseph School District's Career Ladder Plan. This working group gathered feedback on the creation of the DCLP and made appropriate revisions before it was presented to the local school board committee for approval. The DCLP was presented to the Academics Committee meeting which is open for the public to participate on March 5, 2024. The plan was approved by the committee and will go to the Board for approval in May 2024.

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

The St. Joseph School District has created an assessment committee. This committee consists of the working group members who were involved in the creation and finalization of the DCLP and/or members of the SJSD Academics Committee. This committee will annually assess the success of the DCLP. Their feedback will be reported to the board each year at the regular May or June board meeting regarding the benefits for school and students, and teacher interest and participation. In addition, the St. Joseph 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. Final total state contribution
- c. Final total local contribution
- d. 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; and
  - 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).
- 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 (Performance-Based Teacher Evaluation).**

Any St. Joseph 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. Appeals must be submitted in writing via email to the appropriate Director or Coordinator within 10 business days of the Career Ladder plan due date. 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 St. Joseph School District Career Ladder Plan. Appeals regarding plan responsibilities must include details related to student academic performance or achievement activities and other relevant information related to why the disallowed activity should be considered for approval if additional consideration is needed.

The appeal procedure shall include:

- a. An opportunity to have the decision reviewed by the Director of Elementary Education, Director of Secondary Education, Director of Special Programs, or Coordinator of Counseling.
- b. After following step (a) above, an opportunity to have the decision reviewed and rendered by the Assistant Superintendent of Academics or the Superintendent of Schools.

Appeal decisions shall be implemented in a timely manner. All decisions made with respect to a teacher's application, plan, and placement on any stage of the Career Ladder Plan shall be based on the qualifications for that stage as stated in the St. Joseph School District's 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 St. Joseph 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 is:**

Stage and Hours	Requirements	Total Amount
Stage I Minimum of 50 hours (\$30/hour)	<ul style="list-style-type: none"> <li>• <b>Two</b> years of teaching experience in a Missouri public school</li> <li>• Completion of required beginning teacher assistance program</li> <li>• 2 years of mentoring participation</li> </ul>	\$1,500
Stage II Minimum of 75 hours (\$40/hour)	<ul style="list-style-type: none"> <li>• <b>Three</b> years of teaching experience in a Missouri public school</li> <li>• Completion of required beginning teacher assistance program</li> <li>• 2 years of mentoring participation</li> </ul>	\$3,000
Stage III Minimum of 100 hours (\$50/hour)	<ul style="list-style-type: none"> <li>• <b>Five</b> years of teaching experience in a Missouri public school</li> <li>• Completion of required beginning teacher assistance program</li> <li>• 2 years of mentoring participation</li> </ul>	\$5,000

**Responsibilities (See Appendix B) – The following activities will be approved for Career Ladder plans:**

- Participation in a teacher externships as provided in section 168.025 (DESE)
- Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation (per principal approval)
- Serving as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation
- Serving as a mentor for students whether formally or informally
- 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 (per principal approval), may include graduate courses in curriculum development



- Other (description of how this responsibility directly relates to the improvement of programs and services for students outlined in the Comprehensive School Improvement Plan or Professional Development Plan)

**The following are examples of activities that are not acceptable responsibilities to be included in Career Ladder:**      **\*THIS LIST IS NOT ALL INCLUSIVE.**

- Painting classrooms
- School beautification projects
- 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
- 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: 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 activities. Supervision or attendance alone is not adequate. (Example: Attending a workshop or conference is not adequate. In addition to attendance, a participant shall 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.

## Appendix A

## SJSD Career Ladder Log 24-25

**Staff Name:****Role/School:**[illegible]


**\*Please maintain a separate log form for each category.**

By submitting this form, I understand the following responsibilities:

- All activities for Career Ladder must occur outside of contract time.
- Logs are required, should be documented accurately, and submitted monthly to the principal.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

## The Missouri Career Ladder Grant Program

### Qualifications, Responsibilities and Volunteer Efforts Summary (revised August 2022)

Participation in the Career Ladder is voluntary for school districts and for individual educators.

Stage I (\$1,500 maximum)		Stage II (\$3,000 maximum)		Stage III (\$5,000 maximum)	
Qualifications	Responsibilities	Qualifications	Responsibilities	Qualifications	Responsibilities
<ol style="list-style-type: none"> <li>1. Two (2) years teaching experience in a Missouri public school.</li> <li>2. Appropriate certification for teaching responsibilities.</li> <li>3. Completion of required beginning teacher assistance program consistent with 5 CSR 20-400.385.</li> <li>4. Completion of required two years of mentoring consistent 5 CSR 20-400.380.</li> <li>5. Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).</li> </ol>	<ul style="list-style-type: none"> <li>• The teacher has met all of the qualifications for Stage I and participated in a minimum of at least fifty (50) clock hours in one or more of the following:</li> <li>• Participated in a teacher externship as provided in section 168.025.</li> <li>• Served as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation.</li> <li>• Served as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation.</li> <li>• Served as a mentor for students whether formally or informally.</li> <li>• Provided high quality tutoring or additional learning opportunities to students consistent with department memo FAS-21-004.</li> <li>• Assisted 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.</li> <li>• Received additional teacher training or certification outside of that offered by the school district.</li> <li>• Other (description required)</li> </ul>	<ol style="list-style-type: none"> <li>1. Three (3) years teaching experience in Missouri public schools.</li> <li>2. Appropriate certification for teaching responsibilities.</li> <li>3. Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).</li> </ol>	<ul style="list-style-type: none"> <li>• The teacher has met all of the qualifications for Stage II and participated in a minimum of at least seventy-five (75) clock hours in one or more of the following:</li> <li>• Participated in a teacher externship as provided in section 168.025.</li> <li>• Served as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation.</li> <li>• Served as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation.</li> <li>• Served as a mentor for students whether formally or informally.</li> <li>• Provided high quality tutoring or additional learning opportunities to students consistent with department memo FAS-21-004.</li> <li>• Assisted 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.</li> <li>• Received additional teacher training or certification outside of that offered by the school district.</li> <li>• Other (description required)</li> </ul>	<ol style="list-style-type: none"> <li>1. Five (5) years teaching experience in Missouri public schools.</li> <li>2. Appropriate certification for teaching responsibilities.</li> <li>3. Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).</li> </ol>	<ul style="list-style-type: none"> <li>• The teacher has met all of the qualifications for Stage III and participated in a minimum of at least one hundred (100) clock hours in one or more of the following:</li> <li>• Participated in a teacher externship as provided in section 168.025.</li> <li>• Served as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation.</li> <li>• Served as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation.</li> <li>• Served as a mentor for students whether formally or informally.</li> <li>• Provided high quality tutoring or additional learning opportunities to students consistent with department memo FAS-21-004.</li> <li>• Assisted 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.</li> <li>• Received additional teacher training or certification outside of that offered by the school district.</li> <li>• Other (description required)</li> </ul>

Appendix C: **Career Ladder Development Plan for Teachers or Certified Staff**

Name (printed):

Home School:

**QUALIFICATIONS**

	Stage I: Two years teaching experience (50 hours) (select one stage)
	Stage II: Three years teaching experience (75 hours) (select one stage)
	Stage III: Five years teaching experience (100 hours) (select one stage)
	Regular length, full-time contract (required)
	Appropriate certification (required)
	Acceptable performance as determined by the district's performance-based teacher evaluation process. No active improvement plan. (required)

**RESPONSIBILITIES OR VOLUNTARY EFFORTS (select all that apply)**

	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 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 preparation course or assisting students with completing college or career school admission of financial assistance applications
	Receiving additional teacher training or certification outside of that offered by the school district (i.e. National Board Certification)
	At a minimum, 50% of hours must be student contact hours. (required)
	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 Comprehensive School Improvement Plan, Comprehensive Literacy Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement.

I certify that the above name educator meets all requirements for participation on the Career Ladder Stage indicated.

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_