

TARKIO R-1
SCHOOL DISTRICT
CAREER LADDER HANDBOOK

Developed by the
Tarkio R-1 Career Ladder Committee

Revised May 2019

PHILOSOPHY AND GOALS

The commitment of the Tarkio R-1 School District is to provide a successful educational experience for its students. Educational excellence is dependent largely on the skill, talent, and dedication of the educators. The Tarkio Career Ladder Plan is a positive, flexible framework through which educational excellence is promoted, rewarded, and recognized.

The primary purpose of a career ladder process is to promote quality instruction for students and to encourage educators to remain as teachers by providing opportunities for increased responsibilities and compensation. A career ladder should be a positive process fostering professional growth, the exchange of ideas, and cooperation among teachers. This plan is developed and implemented through the joint efforts of parents, patrons, teachers, administrators, and the Board of Education.

The primary goals of the Tarkio R-I School District Career Ladder include the following:

1. To improve the quality of instruction
2. To improve student performance.
3. To improve and enrich educational opportunities for students beyond the scope of the classroom.
4. To foster effective communication between the school and the community.
5. To promote excellence by recognizing and rewarding effective teaching, thus enhancing student achievement.
6. To promote professional growth through faculty development.
7. To attract and retain high quality teachers in the classrooms of the Tarkio R-I School District.
8. To facilitate collaboration and the sharing of educational strategies and ideas.

PARTICIPANT QUALIFICATIONS

In order to participate, a Tarkio R-I educator shall meet the following qualifications prior to participation:

- A. Two (2) years of teaching experience in public schools OR one (1) year with no performance targets and Building-Level Administrator's approval may be allowed to participate in a 30-hour plan.
- B. Must have a full-time contract.
- C. Have appropriate certification except upon good cause shown.
- D. Have developed a Career Development Plan (CDP) that contains responsibilities that the educator will assume in order to receive his/her Career Ladder supplemental pay. To achieve the supplemental pay of up to \$25 / hour the educator will complete a plan not to exceed 90 hours with a minimum of 30 hours. This plan will be prepared on the forms supplied by the Career Ladder Committee
- E. Have averaged at least a 3.5 on their last summative evaluation. (This change will go into effect in the 2018-19 school year.)

** Starting with the 2018-19 school year, scores on evaluations will determine eligibility for the following year.

RESPONSIBILITY CRITERIA

Responsibilities must be directly and obviously related to the improvement of programs and services for students. Acceptable responsibilities are non-compensated activities that are not a part of a participant's regular contract and involve extended day activities. The administrators and CLRC will use professional judgment in determining appropriate responsibilities. Responsibilities shall not be church affiliated.

CAREER LADDER COMMITTEE

The Tarkio R-I District will utilize the existing Career Ladder Review Committee to participate in the revision of the DCLP. A minimum of one administrator will assist the committee in developing the revised DCLP.

The Tarkio R-I District shall have a Career Ladder Review Committee. The mission of this committee is to review CLP's of educators participating in the Career Ladder, evaluate final verification for Career Ladder Responsibilities and recommend to the Board approval for payment.

The Career Ladder Review Committee will consist of four (4) members and at least one administrator.

CAREER LADDER ASSESSMENT PROCEDURE

The Tarkio R-I District will utilize the Career Ladder Review Committee to continue to study the Career Ladder Plan. This committee will annually assess the success of the DCLP. The Career Ladder Review Committee will meet as necessary during the year to prepare reports to the Board of Education, and make and approve necessary policy decisions and adjustments for the effective implementation of the DCLP. They will report 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.

TARKIO R-I CAREER LADDER PROCEDURES

APPLICATION PROCESS

Every teacher in the Tarkio R-I School District who “qualifies” according to the adopted qualifying factors, has the opportunity to apply for the Career Ladder.

DEVELOPMENTAL PLANS

The Career Development Plan must be submitted to the Career Ladder Review Committee by September 15. The Career Development Plan responsibilities may extend from May 2 of a school year to May 1 of the following school year. The Career Ladder applicant shall develop a Career Development Plan, which formally details the manner and time line proposed to meet the specific responsibility requirements as well as provisions to monitor progress and verify completion of responsibilities. Following the initial approval by the Career Ladder Review Committee, the Career Development Plan may be amended for good cause, with the approval of the Career Ladder Review Committee.

The Career Ladder Review Committee shall give initial approval for a Career Development Plan that shows sufficient documentation that the applicant will complete responsibilities identified for the Career Ladder Program. Teachers are encouraged to include **an account as detailed as possible** for the responsibilities they intend to complete. The more information available to the Career Ladder Review Committee, the less likely it will be for the plan to be returned for clarification. In addition, teachers will be called upon to furnish verification regarding the completion of a particular responsibility.

PLAN SUBMISSION AND APPROVAL PROCEDURE

The completed application for participation in the Career Ladder Program should be submitted to the Career Ladder Review Committee no later than **September 15**.

The application will be reviewed to determine if all district qualifications have been completed for the individual plan. The Career Ladder Review Committee will examine the completed plan and proposed documentation. A majority vote of the Career Ladder Review Committee will approve or deny the application. Approval will require a majority of the quorum of the members on the Career Ladder Review Committee. The applicant will be notified in writing by the Career Ladder Review Committee Chairperson if the plan was approved or denied. If it should be denied, the Career Ladder Review Committee will return it with a written explanation of the decision. All approved plans will be kept on file with the career ladder chairman.

In order to receive compensation for the Career Ladder Plan, teachers must complete the responsibilities and clock hours necessary for payment. Completion and documentation must be made no later than **May 1**. If May 1 falls on a weekend, documented plans may be submitted on the following Monday.

REVISION

Any revisions to the original plan must be submitted to the Career Ladder Review Committee no later than **February 15**. Revisions are subject to the approval by the CLRC. Any revised plans must be approved by your administrator before submission to the CLRC.

REVIEW PROCEDURES

All teachers shall submit their Career Ladder Plan to the Career Ladder Review Committee. When voting on a teacher's Career Ladder Plan, a quorum of three (3) members of the Career Ladder Review Committee must be present to vote to approve/deny the teacher's plan. A committee member must be absent from both discussion and vote of his/her plan.

If the Career Ladder Review Committee disapproves the plan, it will be returned to the teacher with reasons for the needed revisions in writing. The teacher may resubmit the plan with corrections or may meet with the Career Ladder Review Committee to discuss the reason for the revisions. **Resubmission shall be made within seven working days of the date the plan was returned to the teacher.**

If upon resubmission the plan is rejected, the teacher may appeal the decision of the Career Ladder Review Committee by following an appeal procedure. Any denial of the initial plan, or the final evaluation of the plan, may be appealed through the stated appeal process.

RESUBMISSION/ APPEAL PROCEDURE

When the Career Ladder Review Committee disapproves a Career Development Plan, it must be returned to the teacher with the reasons in writing for the revisions. The teacher may resubmit the plan with corrections or may ask in writing to meet with the committee to discuss the reasons for denial of the plan and what revisions would be necessary to make the plan acceptable. If a meeting is requested, the teacher must be present when the issue is brought before the Career Ladder Review Committee. The teacher, however, will not be present when the Review Committee votes on the appeal. Results and/or reasons for rejection will once again be given in writing. The first resubmission must be made within seven working days of the date the plan was rejected, if the plan is to remain as a current application. If the reason for the disapproval is based on the teacher's summative evaluation score, this would be appealed directly to the superintendent.

Upon the first resubmission, the Career Ladder Plan will again be reviewed by the Career Ladder Committee, which includes the two building-level principals. The teacher will be notified in writing of the outcome of the resubmission of the Career Ladder Plan. If the Review Committee feels that the Career Ladder Plan now meets the criteria necessary for completion of the plan, the appeal process is over. If, however, the Committee feels the Career Ladder Plan has still not met the necessary criteria for approval, the teacher may appeal this decision to the Superintendent. The Career Ladder Review Committee must have heard the appeal before it can be appealed to the Superintendent. This appeal must be in writing and made to the Superintendent within seven working days from notification of rejection.

Upon hearing any appeal, the Superintendent may either act on the appeal or refer it on to the Board of Education.

If the plan is rejected by the Board of Education, the Career Ladder Plan cannot be adjusted and resubmitted that year. However, the appeal process will in no way prohibit a teacher from submitting a plan the following year.

COMPLETION AND PAYMENT

Individual Career Ladder Plans must be completed, documented, and submitted to the Career Ladder Review Committee not later than **May 1** to be considered for payment and approval.

District payment for successful completion of the Career Ladder Plan will be determined by the Tarkio R-I Board of Education. Payment will not be made unless the plan has been completed, documented and approved by the Career Ladder Review Committee, administrators and the Board of Education. Plans marked completed and approved shall be submitted by the Career Ladder Review Committee Chairperson to the office of the Superintendent for payment. Payment will be paid in “lump sum” after completion of the plan. (NOTE: *Taxes and retirement benefits are deducted from the “lump sum” career ladder payment during the month of June.*)

The career ladder supplement salary is to be paid to qualifying teachers in addition to their normal salary schedule payments.

FUNDING THE PROGRAM

Each year the implementation of the Career Ladder Program will be subject to approval by the Board of Education as a part of the regular budgetary process. If there is a change in funding, the Board of Education may revise/suspend the Career Ladder for all teachers.

The Tarkio BOE has approved a budget of up to \$40,000 for Career Ladder.

HOURS AND REQUIREMENTS

REQUIREMENTS A teacher must complete **30 hours minimum** and up to **90 hours maximum** to receive payment. The hours worked must be documented and students must sign to show attendance.

Approved Activities

This is not an all-inclusive list.

The emphasis for all plans will be student – centered.

***The educator should be an ACTIVE participant in the planning, teaching, and execution of an approved activity. Supervision or attendance alone is not adequate. The teacher must be actively engaged in working with the students.**

	90 Hour Plan Submitted	60 Hour Plan Submitted	30 Hour Plan Submitted
Total Summer Student-Contact Hours Allowed	Up to 45 hours	Up to 30 hours	Up to 15 hours

- **Prior approval by administrators is necessary if a member is completing more than half of their hours in the summer.**

Tutoring:

Tutor: a person who gives additional, special, or basic instruction

1. **Simply being “available” IF a student needs help does not constitute tutoring. IF you are not actively working with students, you cannot log in the time. The intention of tutoring is to be working with students in a quiet, learning environment such as in a classroom.**
2. **Teachers are expected to be directly involved with students during tutoring. It is not simply supervision.**
3. **IF a parent requests their child stay for tutoring, the teacher will send home a permission slip for the child to stay. (Under special circumstances, the teacher may contact the parent/guardian that day to get permission for the child to stay.)**
4. **Students may be dismissed from tutoring if he/she becomes a discipline problem. Dismissal will be administrator-approved prior to dismissal.**
5. **You must have MORE THAN 2 students participating in the tutoring session.**
6. **Special circumstances may warrant a teacher working with two or fewer students. The administrator will evaluate these on a case-by-case basis. Student-need is a consideration for approved tutoring hours. Prior approval by an administrator is mandatory for tutoring 2 or fewer students.**

Criteria for ALL parties, family nights, etc.

1. **Do not be using contracted time to prepare for parties.**
2. **The intention of the BOE is the student-contact hours. They do not want to be paying for many prep hours.**
3. **Teachers will be compensated for 2 prep hours for every student contact hour during the party. (A 2-hour after school event/party will only be worth 6 total hours.)**
4. **The person who coordinates the activity MAY receive 1 hour additional time for typing notes and organizing responses/permission slips.**
5. **IF supplies must be purchased, the person doing the shopping or ordering may receive 1 additional hour for this time.**

Some possible career ladder opportunities are:

STEM Night

Math, Science, Geography/History, etc. Club

Jr. High Play

Kindness Club

Career Ladder Committee – up to 10 hours

Resource Center time in summer

Life Skills – SPED teachers who work with cognitively challenged students can have up to 30 hours of administrative approved “projects” teaching social skills, life skills, etc., outside of school hours (Transportation time may be allowed, with prior Building Level Administrator’s approval.)

Literature parties at the elementary

Reading and/or Writing Club

Coffee Shop

Readin’, ‘Ritin’ and ‘Rithmetic

Summer School

Tutoring

Career Ladder Plans for Elementary Teachers will more than likely look different than those of High School Teachers.

All Career Ladder plans will have **at least 15 hours** of working with students on academic subjects throughout the school year. Typically, this will be done through tutoring sessions, but could also be completed through academic clubs (math, science, geography/history, etc.), book clubs (reading books and working on comprehension/writing activities related to the books), or other sessions that are related to improving performance in academic areas.

Non-Approved Activities

- Field trips - There will be NO educational field trips allowed.
- Reading of educational material
- Workshops
- Painting classrooms
- School/community 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, concession stand activities, book order, carnivals, ball tournaments, etc.
- Any activity that is part of the educator's regular contracted day/duties
- Any activity for which the educator receives compensation regardless of the source of compensation
- College classes in administration
- Any church affiliated activity
- Any activity related to scouting or other non-academic activities
- No open gym, study hall, etc. where a teacher receives a stipend
- IEP meetings, district-wide parent teacher conferences
- Writing of 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