



Skilled, Prepared, Successful

## ***SOUTH PEMISCOT R-5 Career Ladder Plan***

**Adopted by Board of Education: April 10th 2025**

# Contents

<b><u>Career Ladder Philosophy</u></b> .....	2
<b><u>Career Ladder Purpose</u></b> .....	2
<b><u>Stages and Funding of the Program</u></b> .....	3
<b><u>Qualifications for Stages</u></b> .....	3
<b><u>Career Ladder Procedures-</u></b> .....	5
Application Process—	5
Payment—	5
Timeline Summary—	6
<b><u>Career Ladder Plan Development-</u></b> .....	6
<b><u>Career Ladder Committee &amp; Assessment of Program</u></b> .....	7
<b><u>Appeals Process</u></b> .....	8
<b><u>Transfers from Other Districts</u></b> .....	8
<b><u>Appendix A</u></b> .....	9
Qualifications, Responsibilities and Volunteer Efforts Summary	
<b><u>Appendix B</u></b> .....	10
Appropriate and Inappropriate Activities for Career Ladder	
<b><u>Appendix C</u></b> .....	12
Career Ladder Development Plan for Teachers	
<b><u>Appendix D</u></b> .....	13
Career Activity Log	
<b><u>Appendix E</u></b> .....	14
Career Ladder Application	

## **CAREER LADDER PHILOSOPHY**

Quality education is largely dependent on the skills and talent of the teacher. The South Pemiscot R-5 Career Ladder Plan provides a flexible framework in which career advancement is available and teachers are rewarded for performance and for professional responsibilities.

The primary goal of a Career Ladder process is to promote excellence by recognizing and rewarding effective teaching and thus enhancing student performance. The South Pemiscot Career Ladder Plan encourages teachers to continue in the teaching profession by providing opportunities for increased responsibilities and compensation.

An emphasis on excellence, effective teaching, and professional development serves to enhance the status of teaching and offers challenges and responsibilities for teachers.

The implementation of this philosophy will be enhanced through the South Pemiscot Career Ladder model that focuses on the following purposes:

- To enhance the educational experiences of students by recognizing and rewarding productive, effective educators.
- To retain quality teachers in the classroom.
- To provide a career path for teachers to allow them to advance within the profession.
- To provide incentives for professional growth.
- To promote staff development and morale.

## **Career Ladder Purpose**

*\*\* 1. 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 in the district.*

The South Pemiscot R-5 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 South Pemiscot R-5 School District has developed a Comprehensive School Improvement 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 relate to the improvement of programs and services for students as outlined.

## **Stages and Funding of the Program.**

*\*\* II. The DCLP shall contain three stages and the qualifications for each stage. The annual supplemental pay shall not exceed \$1,500 for Stage I, \$3,000 for Stage II or \$5,000 for Stage III. The local 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 South Pemiscot R-5 School District shall award qualified, participating teachers supplemental pay in the amount to be specified annually 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. 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 the funding does not keep pace to fund the three levels of the Career Ladder Plan at \$1,500, \$3,000, and \$5,000, the South Pemiscot R-5 School District would reduce the payment to our staff in a proportionate amount which would be dictated by any reduction in the state funding. The South Pemiscot R-5 Board of Education reserves the right to discontinue the Career Ladder Plan if annual appropriations are not sufficient.

## **Qualification for Stages**

*\*\* III. In order to participate, eligible school district educators shall meet the following qualifications prior to participation:*

### **STAGE 1**

Eligible teachers in Stage I of the South Pemiscot R-5 Career Ladder Program 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) 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 31, 2026. 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.

## **Stage 2**

Eligible teachers in Stage II of the South Pemiscot R-5 Career Ladder Program 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) 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. 5
- 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, 2026. 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.

## **Stage 3**

Eligible teachers in Stage III of the South Pemiscot R-5 Career Ladder Program 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) 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, 2026. 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.

## **Qualifications and Expectations**

*\*\* IV. Approved responsibilities or voluntary efforts are commensurate and adjustable to the compensation offered for that stage and should be outside of the duties that require a teaching certificate under section 168.021 RSMo, or other such professional certificate or license. Duties that require a professional certificate include typical teaching and other professional duties inclusive of the professional contract. Responsibilities or volunteer efforts shall be detailed in the teacher's 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 effort: a. Stage I – fifty (50) clock hours b. Stage II – seventy-five (75) clock hours c. Stage III – one hundred (100) clock hours IV.*

**Goal:** 50% of the hours are preferred to be direct student contact hours (DSC)

## **General Guidelines**

### **Career Ladder Procedures**

#### **A. APPLICATION PROCESS**

The Career Ladder applicant shall develop a Career Ladder Plan which formally details the manner and timeline proposed to meet the specific responsibility requirements as well as provisions to monitor progress and verify the completion of responsibilities. The Career Ladder year will begin on June 1st and end on May 31st. Planning stages for the Career Ladder will take place in the prior year with the intent form being sent out to all teachers on April 1st and a deadline for completion of these intent forms on April 18th. During the fiscal year of the Career Ladder, completed plans are due by September 5th to the committee. Following initial approval by the Career Ladder committee, the Career Ladder Plan may be amended for good cause in February with the approval of the Career Ladder committee or, in a rare emergency, by the Superintendent at any time before the deadline for submission which is April 30th. The Career Ladder committee shall give initial approval for a Career Ladder Plan that shows sufficient documentation to demonstrate that the applicant will complete responsibilities identified for different stages of the Career Ladder program.

#### **B. COMPLETION AND APPROVAL FOR PAYMENT**

The applicant shall submit the completed Career Ladder Plan to the committee by April 30. The committee will review the plans to ensure that the applicants have fulfilled the specific requirements of their responsibilities. Teachers who have a Career Ladder Plan approved will receive the appropriate payment. Payment shall not exceed \$1,500 for Stage 1, \$3,000 for Stage II, or \$5,000 for Stage III. Career Ladder payment shall be in addition to the teacher's contracted district salary. The responsibilities of the Career Ladder Plan shall be commensurate and adjustable to the compensation offered for each stage that will be completed by the teacher while on the Career Ladder.

If you cannot complete the hours required for your Stage, you will be compensated according to the Stage requirements that your completed hours meet. This means that if you did not meet the hours required for Stage III but completed enough to meet Stage II requirements, you would be compensated at the Stage II compensation level. Therefore, you will not be required to go down to that Stage the following year.

## C. TIMELINE SUMMARY FOR CAREER LADDER ACTIVITIES

### **Prior fiscal year prep (FY 25)**

- April 1- Submit Career Ladder intent forms via Google Docs to teachers.
- April 10- Submit FY 2026 Career Ladder Plan to Board for adoption
- April 18- Deadline for teachers to submit intent forms and rough drafts.
- April 30- Deadline for submission of District Career Ladder Plan to DESE
- 

### **Fiscal Year of Current Career Ladder (FY26)** \*(indicates prior year prep for upcoming year.)

- Sept 5- Due date for teacher Career Ladder Plans FY 26 to committee. Committee will submit approved plans to the administration for approval/signature.
- Feb 9- Revisions for FY26, if needed, presented to the Career Ladder Committee.
- \*April 1- Send out Career Ladder FY 27 intent forms via Google Docs to teachers.
- \*April 17- Deadline for teacher intent forms and rough drafts for FY 27.
- April 30- Deadline for teachers to submit all completed logs and forms for FY 26 to Career Ladder Committee for approval and recommendation for payment.
- May 14- Career Ladder Committee will present and provide an assessment of the program to the board.
- June payroll- Payment for Career Ladder hours.

## **Career Ladder Plan Development**

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

The South Pemiscot R-5 School District invited staff to participate in the Career Ladder Plan development. Each building had at least two teachers as well as building administrators, and one patron representative to serve in a working group that developed the South Pemiscot R-5 School District's Career Ladder Plan (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.

## **Career Ladder Committee & Assessment of Program**

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

The Career Ladder Committee will consist of members representing all three buildings: building administrators, 6-12 high school teachers, 1-5 central elementary teachers, and PreK/Kindergarten teachers. All teachers who qualify for any stage of the Career Ladder will be eligible to serve on the committee. Teachers may volunteer for a committee position to represent their building. In the event that positions are not filled by the volunteer method, those positions will be assigned by the building administrator.

The committee will select a chairperson(s). The responsibilities of the committee chairperson are as follows:

- Preside at all meetings of the committee at designated intervals described below as needed.
- Communicate to all participants and administration.
- Be the liaison between the participants and the administration.

The responsibilities of the committee member are as follows:

- Attend all meetings of the committee at designated intervals described below as needed.
- Annually assess the success of the DCLP.
- Provide a program review to the Board each May. Will report the benefits for school and students, and teacher interest and participation.

In addition the South Pemiscot R-5 School District will report data of the 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 is not already receiving compensation;
  - Serving as a mentor or cooperating teacher for new teachers for which the teacher is not already receiving compensation;
  - Serving as a mentor for students or teachers, 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); or
  - Other (with the 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.

### **Appeals Process**

*\*\*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.*

Any South Pemiscot R-5 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 Career Ladder Plan provides for three levels of appeal. Each level of appeal has five working days to consider the appeal. The appeal procedure shall include:

- An opportunity to have the decision reviewed by the building administrator; and
- An opportunity to have the decision reviewed by the superintendent of schools of the South Pemiscot R-5 School District; and
- An opportunity to have the decision rendered by the superintendent reviewed by the local board of education for the South Pemiscot R-5 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 South Pemiscot R-5 School District Career Ladder Plan.

### **Transfers from Other Districts**

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

An educator entering South Pemiscot R-5 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. He/she may apply during the first year of employment and must provide evidence of meeting the following qualifications:

- a) Two years teaching experience in Missouri Public Schools for Stage I. Three years teaching experience in Missouri Public Schools for Stage II. Five years teaching experience in Missouri Public Schools for Stage III.
- b) Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (section 168.400.4 RSMo).
- 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) Develop a Career Development Plan by mid-Sept. that is in compliance with the guidelines established by the South Pemiscot Career Ladder Program

## Appendix A

### Qualifications, Responsibilities and Volunteer Efforts Summary

#### 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>Two (2) years teaching experience in a Missouri public school.</li> <li>Appropriate certification for teaching responsibilities.</li> <li>Completion of required beginning teacher assistance program consistent with 5 CSR 20-400.385.</li> <li>Completion of required two years of mentoring consistent 5 CSR 20-400.380.</li> <li>Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).</li> </ol>	<p>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:</p> <ul style="list-style-type: none"> <li>Participated in a teacher externships 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>Three (3) years teaching experience in Missouri public schools.</li> <li>Appropriate certification for teaching responsibilities.</li> <li>Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).</li> </ol>	<p>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</p> <ul style="list-style-type: none"> <li>Participated in a teacher externships 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>Five (5) years teaching experience in Missouri public schools.</li> <li>Appropriate certification for teaching responsibilities.</li> <li>Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).</li> </ol>	<p>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</p> <ul style="list-style-type: none"> <li>Participated in a teacher externships 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 B**

### **Appropriate and Inappropriate Activities for Career Ladder**

#### **Allowable**

South Pemiscot R-5 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:

- Serving 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); and
- Other (with a description of how this teacher's 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)

#### **Not Allowable**

The following are **examples** of activities that are **not acceptable** responsibilities or voluntary efforts to be included in a teacher'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 include students but 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 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 activities. Supervision or attendance alone is not adequate.**

(Example: Attending a workshop or conference is not adequate. In addition to attendance, participants 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.

**Appendix C**  
**South Pemiscot R-5 School District**  
**Career Ladder Development Plan for Teachers**  
 Due Sept 5, 2025

Name: \_\_\_\_\_

<b>Qualifications</b>
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Check

	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 (required)

<b>Responsibilities or Voluntary Efforts</b>
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**Estimate Hrs.** (Circle number of all that apply)

	1. Participating in teacher externships as provided in section 168.025, RSMo
	2. Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive compensation
	3. Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive compensation
	4. Serving as a mentor for students, whether in a formal or informal capacity
	5. Providing high quality tutoring or additional learning opportunities to students
	6. Assisting students with postsecondary education preparation.
	7. Receiving additional teacher training or certification outside that offered by the school district.
	8. Other (with descriptions of how this responsibility or voluntary effort directly and obviously relates to the improvement of programs and services for students as outlined in the CSIP and or the Professional Development Plan, MSIP, or instructional improvement

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

\_\_\_\_\_  
 Administrator's signature

\_\_\_\_\_  
 Date



# Appendix E Career Ladder Application

Compliance Plans - LEA Home >

## District Career Ladder Plan Application

Application Status: In Progress

### Participation

Number of Teachers - Enter number of teachers participating in District Career Ladder Plan for next school year.

Career Ladder Stage	Number of Teachers
Stage I	<input type="text" value="0"/>
Stage II	<input type="text" value="0"/>
Stage III	<input type="text" value="0"/>

Will your district offer Career Ladder participants the traditional amounts of \$1500, \$3000, and \$5000 for Stage I, II, and III?

- Yes  
 No

If not, what will be the amount? Stage I  Stage II  Stage III

### Upload Required Files

Required File	Upload New File	Date Uploaded	View File	Delete File
District Career Ladder Plan	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	---	---	N/A

### Summary Review

State Grant	District Local Match
<b>\$900.00</b>	<b>\$600.00</b>

### District Approval

The district agrees to comply with the Department's rules and regulations regarding the Career Ladder Program and understands the obligation to pay the district's portion of the Career Ladder match.

Date Career Ladder Plan Approved by District Board of Education

Email address to receive status change notifications.

### Submit Application