

District Career Ladder Plan



2025-2026 School Year



Board Approved 4-15-25

District Career Ladder Plan (DCLP)

Table of Contents

- I. Improvement plan connection
- II. Stage description
- III. Stage qualifications*
- IV. Responsibilities or voluntary efforts*
- V. Teacher/admin/patron involvement description
- VI. Assessment provision
- VII. Appeal process
- VIII. Teacher mobility provision

District Career Ladder Plan (DCLP)

- I. The District Career Ladder Plan (DCLP) shall contain a statement that the teacher's Career Development Plan 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 plan in the district.*

The Union R-XI 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 Union R-XI School District has developed a Comprehensive Strategic Improvement Plan (CSIP), 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 Union R-XI School Improvement Plan, Curriculum Development Plan, Professional Development Plan, the Missouri School Improvement Program or other instructional improvement plans in the Union R-XI 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 improvements.

- II. The DCLP shall contain one stage and the qualifications, responsibilities, or volunteer efforts for that stage. The annual supplemental pay shall not exceed:*

A. \$1,500 for Stage I

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 Union R-XI 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. This supplemental pay shall be in addition to the salary normally accorded to the teacher by the district's salary schedule.

- III. Responsibilities or volunteer efforts shall be detailed in the teacher's CDP. In order to participate, a Union R-XI School District educator shall meet the following qualifications prior to participation:*

Eligible teachers in Stage I of the Union R-XI School District shall have the following:

- A. Completed two (2) years of 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 with 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 three or more responsibilities or volunteer efforts by **April 30, 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 improvements.

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 effort:*

A. Stage I – fifty (50) clock hours

Eligible teachers participating in the Career Ladder Grant Program of the Union R-XI School District shall complete a minimum of clock hours in three or more responsibilities or volunteer efforts. Union R-XI School District teachers will complete:

A. At least fifty (50) clock hours for those teachers in Stage I

Union R-XI 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 or certification outside of that offered by the school district (i.e. National Board Certification); and

H. 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).

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

The Union R-XI School District teachers selected five teachers, two administrators, one parent, and one board member to serve on a working group that developed the Union R-XI 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.

Elementary staff: Stacey Titter - teacher, Central; Kristen Beinecke - teacher, Central; Sheila Baer - teacher, Beaufort; Erin Meyer - teacher, Beaufort; Alex Hinson - teacher, Prairie Dell; TBD - teacher, Prairie Dell

Secondary staff: TBD - teacher, Middle School; Sarah Schell - teacher, Middle School; Claire Smith - teacher, High School; Nicole Kuske - teacher, High School

Administrator: Mike Mabe - Superintendent; Kendra Fennesey - Assistant Superintendent; Dan Kania - Assistant Superintendent; Justin Tarte - Executive Director of Human Resources, Rob Rogers - principal, Beaufort; Claire Heaton - principal, Central; Ryan Klein - principal, Prairie Dell; Zach Hoffman - Principal, Middle School; Josh Hall - Principal, High School

Patrons: Lauren Brake - parent, Virgil Weideman - board member

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

The Union R-XI 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 Union R-XI 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:

Union R-XI School District 24-25	
Total number of teachers participating at each stage	Stage 1 = 142
Final total state contribution	\$127,800
Final total local contribution	\$85,200
Total hours of teacher participation in these categories	
(A) Participating in teacher externships as provided in section 168.025, RSMo;	142.75
(B) Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;	1439.50

(C) Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation;	147.25
(D) Serving as a mentor for students, whether in a formal or informal capacity;	811.75
(E) Providing high-quality tutoring or additional learning opportunities to students;	1084.50
(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; and	2.5
(G) Receiving additional teacher training or certification outside of that offered by the school district (i.e. National Board Certification)	1797.45
(H) 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).	1872.60
Total = 7,298.25 hours x \$25 = \$182,456.25	
Overall annual retention rates of participating teachers	92%

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 Union R-XI 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 Union R-XI School District; and
- B. An opportunity to have the decision rendered by the superintendent reviewed by the local board of education for the Union R-XI 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 Union R-XI School District 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 Union R-XI 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. Note: Districts may choose to add timelines and other details to their plans.* The Career Ladder Grant Program Standard is:

STAGE	DOLLARS	HOURS	MINIMUM # OF RESPONSIBILITIES
Stage I	\$1,500	50	3

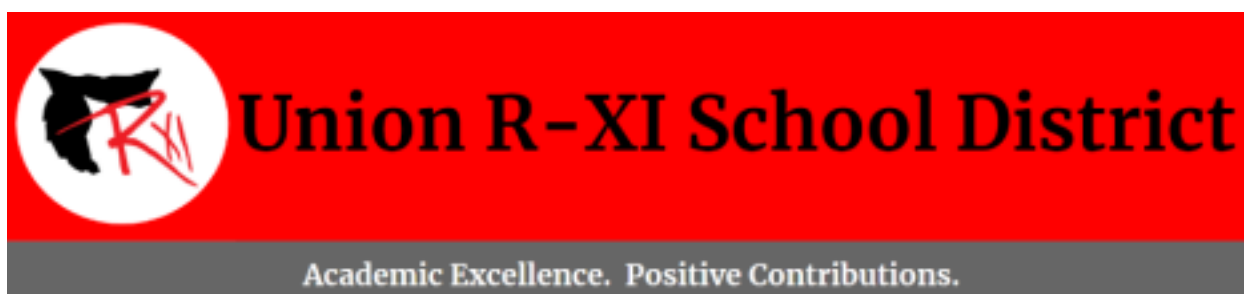
The minimum number of responsibilities or volunteer efforts and the minimum number of clock hours must be met for a teacher to be eligible under the Career Ladder Grant Program.

RESPONSIBILITIES OR VOLUNTARY EFFORTS

Union R-XI 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 or certification outside of that offered by the school district (i.e. National Board Certification); and

H	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).
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Career Ladder Development Plan for Teachers

Name of Certified Employee: _____ School: _____

QUALIFICATIONS

	Stage I: Two years of teaching experience (50 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)

RESPONSIBILITIES OR VOLUNTARY EFFORTS
(select at least three and provide an explanation of the activity and a connection to the CSIP)

Check	Responsibilities or Voluntary Efforts	A detailed description of the Activity and Connection to the CSIP	Estimated Hours
	A. Participating 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.		
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	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 for students.		
	F. Assisting students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students completing college or career school admission or financial assistance applications.		
	G. Receiving additional teacher training or certification outside of that offered by the school district (i.e.		

	National Board Certification)		
	H. Other (with a 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.		

I certify that the above-named educator meets all requirements for participation in the Career Ladder Stage indicated.

Certified Teacher Signature Date

Administrator Signature Date



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Name: _____

Building: _____

Career Ladder Stage: Stage 1

School Year: 2025-2026

Select Category	Date	Description of the Activity	Hours	Evidence (Scan and hyperlink below)
A				
A				
A				
A				
A				
A				
A				

Total Hours _____



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2025-26 CAREER LADDER GENERAL GUIDELINES

The quality of each plan is a direct reflection of the participant and the district. Participants are encouraged to develop well-rounded plans which are varied in content. Each participant is responsible for reading and adhering to the contents of the Union R-XI School District Career Ladder Plan.

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 Union R-XI School Improvement Plan, Curriculum Development Plan, Professional Development Plan, the Missouri School Improvement Program or other instructional improvement plan in the Union R-XI School District.

STAGE	HOURS	\$/HOUR	AMOUNT
I	50	\$30	\$1,500

Plans: Once your plan is approved and signed by you and the building administrator, scan and email the final plan to your building administrator. Each plan will be placed in the building career ladder Google folder.

Contracted Day/Date: All activities must be done outside the contracted school day and **cannot** be part of the educator's contracted duties. Each year, the district career ladder committee will set the beginning/end times of the school day for career ladder purposes.

Dates: May 1, 2025, to April 30, 2026. Logs will need to be submitted for final review to PST members by March 30, 2026.

Elementary: 7:15 am - 3:15 pm

Secondary: 7:45 am - 3:45 pm

CSIP Connection: All activities are to be connected to the CSIP [Abbreviated Version](#)

Student Contact: At least one responsibility will contain a direct student component. The minimum number of student contact hours is approximately one-third (1/3) of the required hours at a level. There is no maximum on student contact hours. **For all participants, the minimum at Stage 1 should be:** 15 hours of student contact.

Category A: Serving in teacher externships as provided in section 168.025, RSMo

Category B: Serving as a coach, supervisor, or organizer of any extracurricular activity for which the teacher does not already receive additional compensation.

Supervision: The educator must be an active participant in the activity to count as Career Ladder hours. Supervision or attendance alone is not acceptable. School project activities, activity sponsors, and co-curricular activities (playset construction, art matting/displays, yearbook activities, etc.) **MUST** involve students to be eligible for Career Ladder. Activities need to be approved by building/department leadership.

Coaching/Volunteer: The educator can serve as a coach or volunteer (not paid by a district coaching stipend) and count career ladder hours. This includes youth sports. The team they are coaching must consist of students that are primarily enrolled in the Union R-XI School District. Please see below coaching caps. This applies to all coaching time together as a whole, no matter how many different sports are coached. **Must be a different club/activity from the organizer of clubs/activities listed below.*

Stages	Coaching Caps (all sports counted together)
Stage I	40% of 50 hours = 20 hours

The Organizer of other Clubs/ Extracurricular Activities: The educator can serve as an organizer of other extracurricular activities outside of contract time such as clubs, after-school activities, book clubs, etc. **Must be a different club/activity from the coaching/volunteer listed above.*

Stages	Clubs
Stage I	40% of 50 hours = 20 hours

Category C: Serving as a mentor, or cooperating teacher for new teachers for which the teacher does not already receive additional compensation. Category C will cap out at **10 hours in total**.

Category D: Serving as a mentor for students, whether in an informal or formal capacity.

Informal Mentoring: Mentoring students by participation in after-school activities is capped at 20% for each activity. This section is for those who participate in the activity to mentor students but may not be involved in the planning of the activities.

Stages	Informal Mentoring
Stage I	20% of 50 hours = 10 hours

Formal Mentoring: This section is for those who mentor student/s, and are

involved in the planning of the activities.

Category E: Providing high-quality tutoring or additional learning.

Tutoring: Tutoring log sheets must include: the **student's first initial and last name**, the student's grade, a date, the subject matter, and a minimum of one objective taught. Additionally, any log entry for a student at risk of failing should be indicated by an X in the last column. All tutoring logs must be initialed by your administrator once **per semester** and turned in to the attendance secretary in your building.

Category 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.

Category G: Receiving additional teacher training **or** certification outside of that offered by the school district. Please select one of the two options below. If you are interested in enrolling in both collegiate credit and other professional learning, Category G will cap out at 50% of total career ladder hours.

Collegiate Credit

Stages	Collegiate Credit Hours
Stage I	30% of 50 hours = 15 hours

Other Professional Learning (outside of collegiate credit)

Stages	Other PD Time
Stage I	30% of 50 hours = 15 hours

Workshops/conferences: Attendance alone is not sufficient. The participant must come back and share the information either formally or informally with other teachers. This sharing must be in the form of an agenda item at a grade level or departmental meeting format, etc, that can be used to disseminate the information gathered/learned at a conference. The agenda would need to be linked as evidence for documentation of sharing.

- ☐ Travel time for workshops may be counted one way, but **not** for college hours. Workshop lunchtime cannot be included in workshop hours unless it is a working lunch. Logs should document actual time on task.

Professional reading/Podcasts/learning: Professional reading, podcasts, and learning can be counted under the "Other PD" section listed above. Please refer to the above chart for capped hours in this category.

Category H: 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 Comprehensive Strategic Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement).

Communication: Maintaining a classroom web page, making individual parent contact, and creating classroom-wide communication. All communication logged items will be capped via the outline below.

Stages	Communication Caps:
Stage I	30% of 50 hours = 15 hours

Classroom Enhancement (prior to the year starting): Preparation for the start of the school year can be logged for up to **5 hours**.

Curriculum Work: Curriculum work may be counted toward career ladder hours. To ensure consistency and alignment with the district curriculum writing process, pre-approval must be obtained from the district curriculum team prior to logging curriculum work hours. Curriculum writing hours will be **capped at 15 hours**.

Battle of the Books: Staff members participating in teacher teams for Battle of the Books may log preparation hours as they read the books for this activity. This activity will be **capped at 5 hours**.

Committees/Team Meetings: Hours logged in committees or grade level/departmental meetings that are NOT part of your contractual duties/time may be counted if the following conditions are met:

- i. If a grade-level/department team is meeting, the meeting must involve a majority of grade-level/department members. The majority must be present to count/log the time.
- ii. The committee or grade-level/department meeting must be on-campus. (The members may then go wherever they wish after the meeting.)
- iii. An administrator should be present/involved. (If the administrator cannot be present, a notice of the meeting/agenda would be acceptable.)



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Career Ladder Logging/Monitoring and Important Dates

1. Please make a copy of the [Career Ladder Log](#) and change the title to include your name. (ex. Teacher's Name Career Ladder Log)
2. After you have made your own personal copy of your Career Ladder Log, please share it with your building administrator and Career Ladder Committee representatives in your building.
3. Record all times to the **nearest quarter hour**. Write hours as decimal equivalents, 0.25, 0.50, 0.75, 1.00, etc. **Do not use hours and minutes**. Do not use fractions.
4. Dates should be recorded with month, day, and year: xx/xx/xx
5. Do not use ditto marks or arrows to indicate that a responsibility continues over time. Each log entry should be clearly and individually marked.
6. Mark all times as "a.m." or "p.m."
7. It is expected that you link any documentation as evidence in your log. (evidence of workshop registration/attendance; student tutoring file, etc.) This is your insurance should your plan be requested by the state for audit.
8. Log entries must be specific. Ex: Language Arts enhancement-scarecrow long ow game. NOT – Language Arts Enhancement.
9. Career Ladder plans that are completed should be turned in with logs by **April 30, 2026**.

