

**Ralls County R-II School District**  
**Career Ladder Plan**  
**BOE adoption date, Sept. 15, 2022**  
**BOE revision date, May 11, 2023**  
**BOE revision date, May 16, 2024**  
**BOE Revision Date, Apr 15, 2025**

### **I. Purpose Statement**

The Ralls County R-II 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 including teachers, librarians, and guidance counselors.

The Ralls County R-II School District has developed a School Improvement Plan, 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 Ralls County R-II School Improvement Plan, Curriculum Development Plan, Professional Development Plan, the Missouri School Improvement Program or other instructional improvement plan in the Ralls County R-II 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 plan.

### **II. Supplemental Payment Statement**

The Ralls County R-II School District shall assign qualified, participating teachers to the appropriate stage and award teacher's 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 usually accorded the teacher by the district's salary schedule. The state's portion of the payment is contingent upon appropriations for this purpose.

### **III. Qualifications**

In order to participate, a Ralls County R-II School District educator shall meet the following qualifications prior to participation:

Eligible teachers in Stage I of the Ralls County R-II 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 a full-time contract of no less than a regular length.
- e. Each teacher should receive appropriate certification.
- f. Develop a Career Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by **the third Friday of April in**

**the current school year.** The district shall ensure that a minimum of fifty (50) clock hours are completed for Stage I. The educator shall relate each responsibility to an identified plan or other instructional improvement.

g. The educator's plan must include at least 50% student contact hours.

Eligible teachers in Stage II of the Ralls County R-II School District shall have the following:

- a. Completed three (3) 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 a full-time contract of no less than a regular length.
- e. Each teacher should receive appropriate certification.
- f. Developed a Career Ladder Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by **the third Friday of April in the current school year**. The district shall ensure that a minimum of seventy-five (75) clock hours are completed for Stage II. The educator shall relate each responsibility to an identified plan or other instructional improvement.
- g. The educator's plan must include at least 50% student contact hours.

Eligible teachers in Stage III of the Ralls County R-II School District shall have the following:

- a. Completed five (5) 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 a full-time contract of no less than a regular length.
- e. Each teacher should receive appropriate certification.
- f. Developed a Career Ladder Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by **the third Friday of April in the current school year**. The district shall ensure that a minimum of one hundred (100) clock hours are completed for Stage III. The educator shall relate each responsibility to an identified plan or other instructional improvement.
- g. The educator's plan must include at least 50% student contact hours.

#### **IV. Plan Development**

The Ralls County R-II School District teachers selected four teachers, one administrator, and one parent to serve on a working group that developed the District's DCLP. This working group gathered feedback on the draft and made appropriate revisions before it was presented to the local school board for approval.

Each teacher will complete a Career Ladder Development Plan. The plan will include verification of qualifications, selection of one Career Ladder stage, and estimated hours for

each responsibility or voluntary effort. **(See Form A.)**

In addition to completing a Career Ladder Development Plan, teachers must keep a log of hours and designate each responsibility or volunteer effort in a district improvement plan, which must be submitted to the district career ladder assessment committee by **the third Friday of April in the current school year** to be eligible for compensation. **(See Career Ladder Log spreadsheet.)**

#### **Deadlines -**

Sept. 1st - Career Ladder Development Plan submitted to Dr. Koogler along with an email stating your participation in the career ladder program for the current year.

First Tuesday in April - 90% of hours due

Third Friday in April - Log of hours submitted to district career ladder assessment committee.

June 30th - Deadline for payment to teachers.

Hours for the upcoming year can be counted starting on May 1st . (board approval)

#### **V. Responsibilities**

Eligible teachers participating in the Career Ladder Grant Program of the Ralls County R-II School District shall complete clock hours 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 formal or informal; 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 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. Working on committee work and extra duty work. (this planning can take place during school hours when not directly working with students)

#### **VI. Assessment Committee**

The Ralls County R-II 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 Ralls County R-II 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. Total state contribution
- c. 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. Procedure for Appeal**

Any Ralls County R-II 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 Ralls County R-II School District; and
- b. An opportunity to have the decision rendered by the superintendent reviewed by the local board of education for the Ralls County R-II 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 Ralls County R-II School District Career Ladder Plan.

## **VIII. Teacher Mobility**

An educator entering the Ralls County R-II 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.

**FORM A****Career Ladder Development Plan for Teachers  
Must be completed by Sept. 1**

<b>Name:</b>	
<b>Qualifications</b>	
	<b>Stage I: Two years teaching experience (50 hours) (select one stage) (OR)</b>
	<b>Stage II: Three years teaching experience (75 hours) (select one stage) (OR)</b>
	<b>Stage III: Five years teaching experience (100 hours) (select one stage)</b>
	<b>Regular length, full-time contract (required)</b>
	<b>Appropriate certification (required)</b>
	<b>Acceptable performance as determined by the district's performance-based teacher evaluation process. (required)</b>
<b>Responsibilities or Voluntary Efforts (Select all that apply and provide estimated hours for each.)</b>	
	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 application.
	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).

**This form should be submitted to the Central Office along with an email to the Superintendent regarding your participation in the career ladder program.**

**FORM B**

**Career Ladder participants should use [this spreadsheet](#) to track their hours.**

[illegible]

**Teacher Signature**

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 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 (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.**

- Being a presenter is sufficient.
- Supervision of students on the bus (ex. field trips) is not adequate.