



PRINCETON R-V SCHOOL DISTRICT

Fostering the academic, social, & emotional development of all children

1008 E. Coleman, Princeton MO 64673 * phone (660) 748-3211 * fax (660) 748-3212

Princeton R-V: District Career Ladder Plan (DCLP)

The PRINCETON R-V 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 PRINCETON R-V 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 PRINCETON R-V School Improvement Plan, Curriculum Development Plan, Professional Development Plan, the Missouri School Improvement Program or other instructional improvement plan in the PRINCETON R-V 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.

Compensation

The PRINCETON R-V School District shall assign qualified, participating teachers to the appropriate stage and award teachers supplemental pay in an amount to be specified annually and not to exceed \$1,500 for Stage I, \$3,000 for Stage II or \$5,000 for Stage III. This supplemental pay shall be in addition to the contracted salary already accorded to the teacher by the district's salary schedule.

Eligibility

All full-time certified educators at PRINCETON R-V School District are eligible provided they have completed at least two years of public school experience, are properly reported in the MOSIS October Cycle Educator submission, are appropriately certified, and are paid on the district salary schedule. Eligibility determination for each stage of the Career Ladder is defined below.

Eligible teachers in Stage I of the PRINCETON R-V School District 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, 2023. The district shall ensure that a minimum of fifty (50) clock hours are completed for Stage I. This



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requirement should coincide with the standard and be commensurate and adjustable to the compensation offered for Stage I. The educator shall relate each responsibility to an identified plan or other instructional improvement.

Eligible teachers in Stage II of the PRINCETON R-V School District 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.
- 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, 2023. The district shall ensure that a minimum of seventy-five (75) clock hours are completed for Stage II. This requirement should coincide with the standard and be commensurate and adjustable to the compensation offered for Stage II. The educator shall relate each responsibility to an identified plan or other instructional improvement.

Eligible teachers in Stage III of the PRINCETON R-V School District 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, 2023. 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.



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Qualifications

Eligible teachers participating in the Career Ladder Grant Program of the PRINCETON R-V School District shall complete a minimum of clock hours in one or more responsibilities or volunteer efforts.

PRINCETON R-V School District teachers will complete:

- a. At least fifty (50) clock hours for those teachers in Stage I
- b. At least seventy-five (75) clock hours for those teachers in Stage II
- c. At least one hundred (100) clock hours for those teachers in Stage III

PRINCETON R-V 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).

See Appendices B & C for appropriate and inappropriate activities.



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Career Ladder Committee (CLC)

Plan Development

The PRINCETON R-V School District teachers selected four teachers, three administrators, and one board member to serve on a working group that developed the PRINCETON R-V 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.

Plan Review

The CLC 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 PRINCETON R-V 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



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Appeal Process

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

Teachers New to the District

An educator entering the PRINCETON R-V 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.



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Appendix A: Qualifications, Responsibilities, and Volunteer Efforts

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"> Two (2) years teaching experience in a Missouri public school. Appropriate certification for teaching responsibilities. Completion of required beginning teacher assistance program consistent with 5 CSR 20-400.385. Completion of required two years of mentoring consistent 5 CSR 20-400.380. Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375). 	<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"> Participated in a teacher externships as provided in section 168.025; Served as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation; Served as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation; Served as a mentor for students whether formally or informally; Provided high quality tutoring or additional learning opportunities to students consistent with department memo FAS-21-004; 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; Received additional teacher training or certification outside of that offered by the school district. Other (description required) 	<ol style="list-style-type: none"> Three (3) years teaching experience in Missouri public schools. Appropriate certification for teaching responsibilities. Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375). 	<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"> Participated in a teacher externships as provided in section 168.025; Served as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation; Served as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation; Served as a mentor for students whether formally or informally; Provided high quality tutoring or additional learning opportunities to students consistent with department memo FAS-21-004; 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; Received additional teacher training or certification outside of that offered by the school district. Other (description required) 	<ol style="list-style-type: none"> Five (5) years teaching experience in Missouri public schools. Appropriate certification for teaching responsibilities. Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375). 	<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"> Participated in a teacher externships as provided in section 168.025; Served as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation; Served as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation; Served as a mentor for students whether formally or informally; Provided high quality tutoring or additional learning opportunities to students consistent with department memo FAS-21-004; 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; Received additional teacher training or certification outside of that offered by the school district. Other (description required)



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Appendix B: Appropriate Activities for the Career Ladder Program

The following are **examples** of activities that are acceptable responsibilities or voluntary efforts to be included in a teacher's Career Ladder Development Plan. **THIS LIST IS NOT ALL INCLUSIVE.**

- Tutoring
- Academic Based Clubs (Science Olympiad, Math Club, Book Club, etc.)
- English Language Development for ELL students
- Detention duty when instruction is being provided or assistance in completing missing assignments
- 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 (must be recommended by administration)
- Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation
- 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
- Actively participating in or presenting at professional development workshops outside of that offered by the school district and not during contracted hours (LETRS Training, Interface Math Conference, etc.)
- College Classes (1 credit hour = 5 hours toward Career Ladder)
- Camps, Clinics, or Skills Training that is open to all students and is intended to improve current skills or teach students a new skill
- Preparing classrooms for student arrival during non-contracted time.



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Appendix C: Activities Inappropriate for the Career Ladder Program

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
- Open gym for a sports team
- 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 fund raisers 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, non-academic based detention supervision, 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.



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DISTRICT CAREER LADDER INTENT TO PARTICIPATE FORM

Name: _____

☐ I will NOT be participating in the Princeton R-V Career Ladder Program during the 2023-2024 school year.

☐ I will be a FIRST TIME participant in the Princeton R-V Career Ladder Program during the 2023-2024 school year.

(In the box below, please provide a brief summary of your teaching experience to help the committee verify your eligibility.)

☐ I will CONTINUE my participation in the Princeton R-V Career Ladder Program during the 2023-2024 school year and will be participating on:

☐ Stage I ☐ Stage II ☐ Stage III

Signature

Date



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Career Development Plans
must be completed and
submitted to building
principals for consideration
by September 1st.

Career Ladder – Application/Plan

I. General Information

CAREER LADDER STAGE ☐ STAGE I ☐ STAGE II ☒ STAGE III

Name: _____ Building: _____ Date: _____

Overview of Participation in the Career Ladder Program: (what are your ideas that you want to implement, why are you wanting to implement these activities, who will be your targeted audience, etc.)

Alignment of Career Ladder Plan to the School Improvement Plan, Professional Development Plan, or Other Building/District Instructional Improvement Plan Goals: (Identify the specific goals your Career Ladder Plan will address)

II. Planned Activities (Make a list of anticipated activities that you plan to complete to earn your hours)

Activity	Timeline for Activity	Number of Hours	Student Contact/Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other
			<input type="checkbox"/> Student Contact <input type="checkbox"/> Other

Additional Information:

III. AGREEMENT

Please read each statement below, initial next to each statement, and sign the bottom.

Initial	Statement
	To successfully complete the stage at which I am participating, I will log a minimum of 50 hours to complete Stage I or log a minimum of 75 hours to complete Stage II or log a minimum of 100 hours to complete Stage III.
	At least two-thirds (2/3) of the minimum total hours I log for my stage will be earned through STUDENT CONTACT. By number of hours this is a minimum of: Stage I (30), Stage II (45), Stage III (60)

	At most one-third (1/3) of the minimum total hours I log for my stage can be earned through OTHER AREAS. By number of hours this is a <u>maximum</u> of: Stage I (20), Stage II (30), Stage III (40)	
	I understand that I cannot count hours toward career ladder for activities that I complete during my contracted hours of 7:45 a.m. and 3:15 p.m., Monday – Friday.	
	I understand that I cannot count hours for activities that I already receive a stipend or payment for.	
	I understand that I have to complete all hours at the specified stage in order to receive maximum compensation at that stage.	
	I understand that I have to track my hours and submit them to my building principal by May 31 st .	
	I understand that I will be compensated for my hours in June 2024.	
	I understand that if I have questions regarding Career Ladder or Career Ladder activities, I should contact my building principal.	
	I understand that my progress towards meeting my hours will be checked quarterly, and I should submit my hourly logs to my building principal no later than the last day of each quarter.	
By signing below, I understand that my plan will be reviewed by the Career Ladder Committee and will be approved or denied based on the information provided. I agree to keep records as required by the district to ensure my hours are being met.		
Teacher Name (Printed)	Teacher Signature	Date
IV. CERTIFICATION (To be completed by the Career Ladder Committee)		
<input type="checkbox"/> Stage <input type="checkbox"/> STAGE I <input type="checkbox"/> STAGE II <input type="checkbox"/> STAGE III <input type="checkbox"/> General Plan <input type="checkbox"/> Alignment to State, District, Building, Personal/Professional Goals <input type="checkbox"/> Plan Outline <input type="checkbox"/> Assurance Statements Decision <input type="checkbox"/> Plan is Approved <input type="checkbox"/> Plan is Partially Approved (requires modification or clarification prior to full approval) <input type="checkbox"/> Plan is Denied.		
Career Ladder Committee Member Signature		Date
Career Ladder Committee Member Signature		Date
Building Principal Signature		Date
Notes:		



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Student contact is actively engaging students in one-on-one or small group instruction on curriculum related content to provide remediation, intervention, or enrichment for students. Please round your times to the nearest quarter hour (15 minutes = .25 hours, 30 minutes = .50 hours, 45 minutes = .75 hours, 60 minutes = 1 hour). Logs must be turned in to building principals on a quarterly basis to allow the CLC to monitor progress.

		Time				Total Hours
Date	Action Completed	Begin	AM/PM	End	AM/PM	
Total Hours						

Date



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Be specific when listing the activities you completed. Examples include the name of the committee, the name of the professional development activities, or the name of the curriculum being updated. Please round your times to the nearest quarter hour (15 minutes = .25 hours, 30 minutes = .50 hours, 45 minutes = .75 hours, 60 minutes = 1 hour). Logs must be turned in to building principals on a quarterly basis to allow the CLC to monitor progress.

		Time				Total Hours
Date	Action Completed	Begin	AM/PM	End	AM/PM	
Total Hours						

I verify that the above information is accurate and all documented activities have taken place outside of my contracted school day.

Date _____



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STUDENT CONTACT LOG

Please keep a roster of students each time they participate in activities that you will claim as a 2/3's student contact activity for Career Ladder. The rosters should be attached to your tutoring log.

Teacher: _____

Activity: _____ Date: _____

1. _____	26. _____
2. _____	27. _____
3. _____	28. _____
4. _____	29. _____
5. _____	30. _____
6. _____	31. _____
7. _____	32. _____
8. _____	33. _____
9. _____	34. _____
10. _____	35. _____
11. _____	36. _____
12. _____	37. _____
13. _____	38. _____
14. _____	39. _____
15. _____	40. _____
16. _____	41. _____
17. _____	42. _____
18. _____	43. _____
19. _____	44. _____
20. _____	45. _____
21. _____	46. _____
22. _____	47. _____
23. _____	48. _____
24. _____	49. _____
25. _____	50. _____



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CAREER LADDER CATEGORIZATION OF LOGGED HOURS

Name: _____ Hours Logged: _____
School Year: _____ Building: _____ Stage #: ☐ I ☐ II ☐ III

The following is a summary of the Career Ladder hours spent in each of the following areas:

1. Direct Student Contact (2/3) Hours

2. Other Hours (1/3) Hours

TOTAL HOURS

Teacher Signature

Date

Career Ladder Committee Member Signature

Date

Building Administrator Signature

Date

To be kept on file with the teacher's documentation upon completion of all hours or after the May 31st deadline.