



Bunker R3 School District Career Ladder Plan

School Year 2023-2024

Board Approved: 3/13/2023

All information contained within this document is contingent upon state appropriation funding of 60% of the Career Ladder Program

Bunker R3 Career Ladder Plan

Purpose

The Bunker R3 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. Bunker R3 has developed a Comprehensive School Improvement 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 shall directly relate to the Bunker R3 Comprehensive School Improvement Plan (CSIP), the Bunker R3 Professional Development Plan, Curriculum Development Plan, and/or the Missouri School Improvement Program.

Stages

The Bunker 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 1

\$3,000 for Stage 2

\$5,000 for Stage 3

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

Eligible certificated staff are those coded in the MOSIS October Cycle under one of the following positions codes:

- 40 - Library/Media
- 50 - Counselor/Guidance
- 60 - Teacher
- 70 - Other Pupil Services (psychological examiner, parents as teacher educator, school psychologists, special education diagnosticians)
- 90 - Ancillary Personnel (speech pathologist)

Stage I

- A. Two (2) years teaching experience in the Missouri public schools.
- B. Performed at an acceptable level (3.0) or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process aligned to the the Essential Principles of Effective Evaluation (5 CSR 20-400.375)
- C. Be serving on not less than a regular length full time contract.
- D. Have appropriate certification except upon good cause shown.
- E. Complete the required beginning teacher assistance program and participated in two (2) years of mentoring. (section 168.400.4 RSMo).
- F. Have 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. Stage I participants should total **50** clock hours or more. The educator shall relate each responsibility to an identified plan or other instructional improvement. This plan will be typed and be prepared on forms supplied at the end of this plan.

Stage II

- A. Completed **three (3) years** teaching experience in Missouri public schools.
- B. Performed at an acceptable level (3.0) or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process aligned to the the Essential Principles of Effective Evaluation (5 CSR 20-400.375)
- C. Be serving on not less than a regular length full time contract.
- D. Have appropriate certification except upon good cause shown.
- E. Complete the required beginning teacher assistance program and

participated in two (2) years of mentoring. (section 168.400.4 RSMo).

- F. Have 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. Stage II participants should total **75** clock hours or more. The educator shall relate each responsibility to an identified plan or other instructional improvement. This plan will be typed and be prepared on forms supplied at the end of this plan.

Stage III

- A. Completed **five (5) years** teaching experience in Missouri public schools.
- B. Performed at an acceptable level (3.0) or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process aligned to the the Essential Principles of Effective Evaluation (5 CSR 20-400.375)
- C. Be serving on not less than a regular length full time contract.
- D. Have appropriate certification except upon good cause shown.
- E. Complete the required beginning teacher assistance program and participated in two (2) years of mentoring. (section 168.400.4 RSMo).
- F. Have developed a Career Ladder Development Plan (CDP) that contains responsibilities that the educator will assume in order to receive his/her Career Ladder supplemental pay. Stage III participants should total **100** clock hours or more. The educator shall relate each responsibility to an identified plan or other instructional improvement. This plan will be typed and be prepared on forms supplied at the end of this plan.

Eligible teachers may elect to participate in any stage for which they meet the required elements.

Responsibilities/Volunteer Efforts

Specific Qualifications

Bunker R3 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 activity 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 prep course or assisting students with completing college or career school admission or financial assistance application.
- 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 teacher's responsibilities 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. Responsibilities and volunteer efforts should occur outside of the compensated hours and duties and be completed from July 1 through May 31 of each year.

Activities Inappropriate for the Career Ladder Program

- 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
- Fundraisers or concession stand activities (PTO carnivals, craft fairs, ball tournaments, book orders, etc.)
- Attending Board of Education meetings (unless attending to 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 the compensation.
- College classes in administration (exception: class required for another program)
- 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. (If there is a structured mentoring component, a detention or Saturday school may be acceptable)
- 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, a participant 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.

Plan Development & Assessment

The Bunker R3 School District teachers selected two teachers from elementary, two secondary teachers, one dual building teacher, one parent and one board member to serve on a working group that developed the Bunker R3 School District's District Career Ladder Plan. An administrator was also appointed by the Superintendent to serve. 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.

The Career Ladder Committee, consisting of two elementary teachers, two high school teachers, one dual building teacher and one administrator will be responsible for reviewing Career Development Plan's of educators participating in Career Ladder, evaluate final time sheets/verifications for Career Ladder Responsibilities and recommend to the board approval for payment. This committee will also annually assess the success of the DCLP. They will report to the board each year at the regular April board meeting regarding the benefits for school and students, and teacher interest and participation.

Review

The following procedures and deadlines will be used by the Career Ladder Review Committee in reviewing applications and making recommendations regarding staff member participation in the District Career Ladder Plan:

1. Teacher collects all materials necessary to document eligibility.
2. Teacher types the Career Development Plan.
3. Teacher will present their Career Development Plan (Forms A, B, C (typed) & D) to the Review Committee by May 1. Eligible newly hired teachers hired after May 1 must present their Career Development Plan to the Review Committee by August 15th.
4. If a teacher's plan is rejected, the teacher may submit a new or revised plan within ten days.
5. No later than May 15, the teacher's Career Development Plan Time Sheets (Form E) are due and will be reviewed by the Review Committee to determine if the teacher has met the proposed

responsibilities. The Review Committee will notify the teacher of the results of the evaluation within fifteen days.

Appeals

Any 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 authority/committee rendering the initial decision;
- B. An opportunity to have the decision rendered in “A” reviewed by the superintendent of school; and
- C. An opportunity to have the decision rendered in “B” reviewed by the local board of education.

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 Bunker R3 School District Career Ladder Plan.

Form A

Bunker R3 Career Development Plan

Form A

Due May 1st

Name: _____ Date: _____

For the _____ school year, I am making an application for the Bunker R3 School District Career Ladder Stage _____.

Stage I:


- Two (2) years teaching experience in the Missouri public schools.
- Performed at an acceptable level (3.0) or above on all criteria on the most NEE teacher evaluation.
- Regular length full time contract
- Appropriate certification.
- Completed the required beginning teacher assistance program and participated in two (2) years of mentoring.
- Will need an approved Career Ladder plan with responsibilities that total at least **50** clock hours or more. Each responsibility must relate to an identified district plan (CSIP, PD, MSIP, Curriculum)

Stage II:

- Three (3) years teaching experience in the Missouri public schools.
- Performed at an acceptable level (3.0) or above on all criteria on the most NEE teacher evaluation.
- Regular length full time contract
- Appropriate certification.
- Completed the required beginning teacher assistance program and participated in two (2) years of mentoring.
- Will need an approved Career Ladder plan with responsibilities that total at least **75** clock hours or more. Each responsibility must relate to an identified district plan (CSIP, PD, MSIP, Curriculum)

Stage III:

- Five (5) years teaching experience in the Missouri public schools.
- Performed at an acceptable level (3.0) or above on all criteria on the most NEE teacher evaluation.
- Regular length full time contract
- Appropriate certification.
- Completed the required beginning teacher assistance program and participated in two (2) years of mentoring.
- Will need an approved Career Ladder plan with responsibilities that total at least **100** clock hours or more. Each responsibility must relate to an identified district plan (CSIP, PD, MSIP, Curriculum)



My signature indicates that I meet all of the qualifications for the stage in which I am applying and I agree to adhere to the rules and regulations represented in the Bunker R3 School District Career Ladder Plan.

Signature

Date

Form B

Bunker R3 Career Development Plan
Form B
Due May 1st

Career Ladder Level: I II III Date: _____

Name: _____

Qualifications

- _____ Stage I - Two years teaching in MO public schools as of May 31st
- _____ Stage II - Three years teaching in MO public schools as of May 31st
- _____ Stage III - Five years teaching in MO public schools as of May 31st
- _____ Regular length, Full-Time Contract
- _____ Appropriate Certification
- _____ Performed at 3.0 level or above on all criteria on the most recent NEE evaluation
- _____ Complete the required Beginning Teacher Assistance Program and participated in two (2) years of mentoring.

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

Administrator's Signature

Form C

Bunker R3 Career Development Plan

Form C

Due May 1st* *Must be Typed

Career Ladder Level: I II III Date: _____

Name: _____

1. Responsibility:

2. Responsibility relates to Bunker R3's:

- Comprehensive School Improvement Plan
- Professional Development Plan
- Curriculum Development Plan
- Missouri School Improvement Plan

Explain how this responsibility relates to identified area:

3. Specific action(s) to be completed for designated responsibility.

4. Projected final completion date and procedure for verification.

5. Estimated number of hours required to complete this responsibility.

Signature

Review Committee Signature

Date

Form D

Bunker R3 Career Development Plan
Waiver of Supplementary Duty Compensation
Form D
Due May 1st

I elect to use the following supplementary duty assignments(s) as Career Ladder requirements(s) rather than receive the current compensation.

\$

\$

\$

\$

Approval

Teacher's Signature

Date

Career Ladder's Chairman Signature

Date

Superintendent's Signature

Date

Form E

Bunker R3 Career Development Plan Time Sheet

Form E

Due May 15th

Name: _____

Responsibility: _____

****Please indicate if this involved Direct Student Contact****

Date	Description of Activity	Student Contact	Start Time	Stop Time	Total Time

Total Time: _____

I verify that the above information is accurate.

Teacher Signature - - do not sign until all hours are completed for this responsibility.