



**EXCELSIOR SPRINGS**  
S C H O O L D I S T R I C T  
—————*Inspire, Empower, Challenge*—————

***District Career Ladder Plan***  
***2023-2024***

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## Excelsior Springs Career Ladder Plan

The Excelsior Springs School District believes that our primary responsibility to our patrons is to use all available resources to provide the best educational opportunities for each student in our school. From this basic premise, the Excelsior Springs Career Ladder Plan has been developed.

The Excelsior Springs Career Ladder Plan's purpose is to provide enhanced educational experience for the district's students through recognition and rewarding of productive, effective educators. The Excelsior Springs School District has developed Building School Improvement Plans, a District School Improvement Plan, a Curriculum Development Plan, a Professional Development Plan, and participates in the Missouri School Improvement Program. All Career Ladder responsibilities shall directly relate to these plans or other instructional improvement.

The Excelsior Springs School District shall award qualified participating teachers supplemental pay in an 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 district Career Ladder Plan will require that teachers complete responsibilities commensurate with the pay for that stage. The standard is:

Stage	Hours	Maximum Dollars
I	50	\$1,500
II	75	\$3,000
III	100	\$5,000

**\*\*This grant program is subject to annual appropriations. The status of this grant program for the FY 2024 budget will not be finalized until the state budget is signed by the Governor in June 2023. Moving forward, school districts are strongly encouraged to implement language in their DLCP related to the contingent nature of this funding stream.\*\***

**Guidance from The Missouri Department of Elementary & Secondary Education (MO DESE) on Career Ladder can be found at:**

**<https://dese.mo.gov/media/pdf/career-ladder-program-guidance-updated-nov-2022>**



## Composition of the Career Ladder Committee

*\*The DCLP shall show evidence of teacher, administrator and patron involvement in the development of the DCLP.\* (DESE REQ.)*

### **Building Representatives**

Each building in the district will elect two (2) representatives to the Career Ladder Committee. Each representative shall serve a 2-year term. Each building shall conduct elections in the spring to replace the representative whose term is expiring. New representative's terms shall officially begin with the August Career Ladder meeting; however, they may assist with the approval of completed plans if they are elected early enough in the spring.

### **Officers**

The officers of the Career Ladder Committee shall consist of a Chairman, Co-Chairman, and Secretary. Each term of office shall be for a period of one year, with the Chairman-elect becoming the Chairman the next year. One of the secretaries will serve as the district secretary for the committee. The district secretary is responsible for recording the minutes of each meeting and making them available to the members at the next meeting.

The officers of the Career Ladder Committee shall be elected from the current committee during the last meeting in the spring. When an officer is elected from the committee, their building may elect another committee member to finish the remainder of their unexpired term.



## Qualification for Stages

### **Stage I Qualifications**

1. The teacher shall have completed two (2) years of teaching experience in a Missouri public school(s), have completed the required beginning teacher assistance program and participated in two (2) years of mentoring (section 168.400.4 RSMo)
2. Be serving on not less than a regular length full time contract and have appropriate certification in the subject area for each teacher.
3. The teacher has achieved a mean NEE score of 2.5 or above on district performance indicators during the previous school year.
4. Teacher will prepare a Career Development Plan (CDP) by the last Friday of September that contains responsibilities of volunteer efforts that the educator will assume in order to receive the Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by the District Career Ladder Plan deadline as outlined below. The plan 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.

### **Stage II Qualifications**

1. The teacher shall have completed three (3) years of teaching experience in a Missouri public school(s), have completed the required beginning teacher assistance program and participated in two (2) years of mentoring (section 168.400.4 RSMo)
2. Be serving on not less than a regular length full time contract and have appropriate certification in the subject area for each teacher.
3. The teacher has achieved a mean NEE score of 2.5 or above on district performance indicators during the previous school year.
4. Teacher will prepare a Career Development Plan (CDP) by the last Friday of September that contains responsibilities of volunteer efforts that the educator will assume in order to receive the Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by the District Career Ladder Plan deadline as outlined below. The plan 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.



### **Stage III Qualifications**

1. The teacher shall have completed five (5) years of teaching experience in a Missouri public school(s), have completed the required beginning teacher assistance program and participated in two (2) years of mentoring (section 168.400.4 RSMo)
2. Be serving on not less than a regular length full time contract and have appropriate certification in the subject area for each teacher.
3. The teacher has achieved a mean NEE score of 2.5 or above on district performance indicators during the previous school year.
4. Teacher will prepare a Career Development Plan (CDP) by the last Friday of September that contains responsibilities of volunteer efforts that the educator will assume in order to receive the Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by the District Career Ladder Plan deadline as outlined below. The plan 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.

### **Transfers from Other Districts**

An educator entering the Excelsior Springs 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.

The new staff member shall declare their intent to participate in their building committee and provide appropriate documentation of qualifications. Applications must be made by September 1<sup>st</sup>.



## Career Ladder Timeline(s)

September 1st	Deadline to have Intent Form submitted to a career ladder representative in your building. This is required of ALL faculty members.
Last Friday in September	Deadline to submit participating paperwork.
May 1st	Deadline for turning in completed log(s) and log categorization page.

**Career Ladder year will begin on July 1st and end on May 31st. Anticipated career ladder opportunities happening between log submission deadline and May 31st (Graduation, Kindergarten screening, etc) must be approved by the Career Ladder Committee and will be counted towards the current year's approved Career Ladder Plan.**



### **Career Ladder Participants Instructions**

1. The Career Ladder calendar year begins on July 1st and ends on May 31st of the following year.
2. Complete and submit the Career Ladder INTENT to Participate form to your representative no later than Sept 1st.
3. Your proposed plan is due to your building Career Ladder representatives no later than the last Friday in September. This form requires three signatures (teacher, building administrator, and career ladder representative).
4. The official Career Ladder forms are available on the district google share drive and from your building Career Ladder Representative. The forms must be completed on the computer and the most recent version of each form must be completed.
5. The Career Ladder Checklist tells you how to complete your application.
6. Turn in one copy of your plan by the last Friday in September. You may want to print a second copy for your files.
7. Qualifications for each stage are outlined on the Career Ladder Application.
8. If you submit a Stage II or III application and cannot complete all of the responsibilities, your log sheet will reflect hours completed and impact stage completion.

### **Important Career Ladder Documents/Files**

1. [Career Ladder Intent to Participate Form](#)
2. [Career Ladder Application, Summary of Responsibilities/Activities/Efforts, and Tracking Log\(s\)](#)
3. [Fall Career Ladder Checklist](#) (guide)
4. [Spring Career Ladder Checklist](#) (guide)





## Appendix A

### Assessment of the District's Career Ladder Plan

The Excelsior Springs School District Career Ladder Committee will annually assess the success of the DCLP in accordance with our district program evaluation schedule of Professional Development Activities. They will report to the board each year meeting regarding the benefits for school and students, and teacher interest and participation. In addition, the Excelsior Springs 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:

- Total number of teachers participating at each stage
- Total state contribution
- Total local contribution
- 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).
- Overall annual retention rates of participating teachers



## **Appendix B**

### **Appeals**

Any Excelsior Springs 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:

1. An opportunity to have the decision reviewed by the superintendent of schools of the Excelsior Springs School District; and
2. An opportunity to have the decision rendered by the superintendent reviewed by the local board of education for the Excelsior Springs 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 Excelsior Springs School District Career Ladder Plan.



## Appendix C

### Responsibilities, Activities & Efforts

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)

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.

