

# Rolla 31 Schools

## District Career Ladder Plan

### R.I.S.E./Career Ladder

### Rolla 31 Investment in Student Enrichment

#### **Purpose**

The Rolla 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 R.I.S.E./Career Ladder Program is to enhance the educational experience of students by recognizing and rewarding productive, effective educators. The Rolla 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 R.I.S.E./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 District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, the Missouri School Improvement Program or other instructional improvement plan in the Rolla School District. The teacher's R.I.S.E./Career Ladder Development Plan (CDP) will associate each R.I.S.E./Career Ladder responsibility or volunteer effort with either a designated plan or other instructional improvement.

#### **Stages**

The Rolla 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

\$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.

## Eligibility

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

- 40 - Library/Media
- 50 - Counselor/Guidance
- 60 - Teacher
- 70 - Other Pupil Services (psych examiners)
- 90 - Ancillary Personnel (SLP's)

For the purposes of this document, all eligible personnel are referred to as 'teachers'.

Eligible teachers in **Stage I** of the Rolla 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 R.I.S.E./Career Ladder Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her R.I.S.E./Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts between June 1 - May 31. 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 improvement.

Eligible teachers in **Stage II** of the Rolla 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 R.I.S.E./Career Ladder Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her R.I.S.E./Career Ladder supplemental pay. The educator will

complete one or more responsibilities or volunteer efforts between June 1 - May 31. 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 Rolla 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 R.I.S.E./Career Ladder Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her R.I.S.E./Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts between June 1 - May 31. 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.

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

### **Responsibilities/Volunteer Efforts**

Eligible teachers participating in the R.I.S.E./Career Ladder Grant Program of the Rolla School District shall complete a minimum of clock hours in one or more responsibilities or volunteer efforts. Rolla School District teachers will complete:

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

Rolla School district teachers participating in the R.I.S.E./Career Ladder Grant Program shall complete a minimum of the required hours on responsibilities or voluntary efforts in at least one of the following areas. Hours must be tracked within these categories on the teacher Career Development Plan.

- 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 for students, whether in a formal or informal capacity
- Providing high quality tutoring or additional learning opportunities to students
  - Required Minimum Hours
    - Stage I: 10 hours
    - Stage II: 15 hours
    - Stage III: 20 hours
- 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
- 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).

## Plan Development

The Rolla School District teachers selected five teachers, two building level administrators, two parents, and two central office personnel to serve on a working group that developed the Rolla 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.

## CAREER LADDER REVIEW COMMITTEE

### A. Function of Career Ladder Review Committee (CLRC)

The function of the CLRC will be to review teacher-submitted Career Ladder plans by evaluating these plans in comparison to district-established, state-approved criteria. The CLRC will then approve each plan for implementation (or suggest revisions) and will approve the final completion of each plan for payment.

### B. Composition of the Committee

The CLRC will consist of 18 teachers: **two** from each of the three elementary schools, RTI, RTC, and the junior high, **three** from the middle school and high school, and two administrators (one from K-8 and one from grade 9-Vocational).

### C. Committee Selection

The administrators will be appointed by the Board of Education. The certificated staff of each building will elect teachers serving on the CLRC for a

term of two years with eight teachers, one from each building. Each year anyone wishing to serve on the CLRC may submit his/her name to the building principal, and elections will be held within each building. Mid-term vacancies will be filled by building elections to serve the unexpired terms.

D. Committee Organization

The committee shall elect the chairman of the CLRC. If necessary, the committee may be divided into subcommittees to facilitate the review of teachers' career ladder plans. Each subcommittee must have at least two members from a different building than the teacher being reviewed. The chairman shall assign teacher-submitted Career Ladder plans to the subcommittees and maintain an active file on all Career Ladder plans in effect. The committee chairman may use the staff in the superintendent's office for clerical duties.

The CLRC will meet as often as necessary to approve the submitted Career Ladder plans and to determine if the plans have been completed satisfactorily. A simple majority will constitute a quorum at all meetings.

E. Planning Workshop

The CLRC will conduct a Career Ladder Planning Workshop in April of the first year for teachers who intend to participate in the program for the following school year. Every year after that, the workshop will be conducted in April when necessary.

**Career Ladder Committee Review Calendar  
23-24 School Year**

Date	Deadline	Description
Sept. 1	<b>Deadline for submission of Career Ladder Implementation Plans.</b>	This deadline is for teachers wishing to use responsibilities completed in the summer of 2023 and to be completed during the 23-24 school year. One neatly prepared copy must be submitted to the career ladder chairperson no later than September 1.
Sept. 15	Deadline for committee ruling on individual plans and for plans to be filed in the office of the superintendent.	Career Ladder Review Committee will make preliminary rulings on plans and file them in the office of the superintendent.
November 8, 2023	Logs & plans turned in for a log check	The committee will review logs and provide feedback. Log checks are

		voluntary. Feedback will be received by the first week of December.
March 10, 2024	Deadline for submission of amendments to individual plans - Moving down a stage.	This deadline is for teachers who wish to amend the committee's previously approved plans. No new plans may be filed at this time.  The committee will notify Superintendent's Office of changes
March 15, 2024	Logs & plans turned in for a log check.	The committee will review logs and provide feedback. Log checks are voluntary. Feedback will be received by the first week of April.
TBD - April ?	Workshop for teachers new to Career Ladder	
<b>May 31, 2024</b>	<b>Last Day to accrue Career Ladder hours</b>	
June 3, 2024	Logs due to Career Ladder Committee	
June 4, 2024	Career Ladder Committee Meeting	
June 7, 2024	Final Log turned into Superintendent's office (Ms. Roberts)	
June 30, 2024	Pay date for 23-24 Career Ladder	

## Assessment

The Rolla School District will utilize the District Central Office Advisory Committee as 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 June board meeting regarding the benefits for school and students, and teacher interest and participation. In addition, the Rolla School District will report data on their R.I.S.E./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

- a. Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation
  - b. Serving as a mentor for students, whether in a formal or informal capacity
  - c. Providing high quality tutoring or additional learning opportunities to students
  - d. 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
  - e. 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

## **Appeals**

Any Rolla 31 School District educator who is denied participation in the R.I.S.E./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 Rolla School District; and
- B. An opportunity to have the decision rendered by the superintendent reviewed by the local board of education for the Rolla 31 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 R.I.S.E./Career Ladder shall be based on the qualifications for that stage as stated in this Rolla 31 School District R.I.S.E./Career Ladder Plan.

## **Teaching Experience and Application**

An educator entering the Rolla 31 School District may apply to participate on any R.I.S.E./Career Ladder stage for which he/she is qualified based on total years of experience in a Missouri public school.

\* The R.I.S.E./Career Ladder Grant Program Standard is:

STAGE	DOLLARS	HOURS	MINIMUM # OF RESPONSIBILITIES
Stage I	\$1,500	50	1
Stage II	\$3,000	75	1
Stage III	\$5,000	100	1

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 R.I.S.E./Career Ladder Grant Program.



## Appendix A

### SUGGESTED RESPONSIBILITIES FOR CAREER LADDER

ACTIVITY	AREA OF RELATION
Continuing professional development (in-service activities, workshops, seminars, clinics) outside the regular contract day and approved by the administrator to benefit the teachers or the students.	CSIP District Building CSIP PDC
Pursue a master's degree in a field appropriate to the teacher's assigned field or other areas of interest in professional development (not to include college classes in administration)	CSIP District Building CSIP PDC
Maintain membership in, participate in, attend, and document the attendance and participation in workshops and meetings in a national, state, or local educational organization; only on days or hours outside the regular contract.	CSIP District Building CSIP PDC
Serve as an in-service presenter of non-contract time district activities and have documentation of such.	CSIP District Building CSIP PDC
Supervise and instruct students after school hours in activities for participation in contests, after-school clubs, etc. (Supervision alone is not adequate.)	CSIP District Building CSIP PDC
Work 40 hours in the classroom during the summer or after the regular contract day to develop new curricula or instructional improvement units. (This does not include bulletin boards, running off papers, etc., to prepare for the next school year when the units are already implemented.)	CSIP District Building CSIP PDC
Develop specific teaching units to address weaknesses in the curriculum and instructional process.	CSIP District Building CSIP PDC
Mentoring - Assist students throughout the year by advising, doing homework checks, and serving as a support person for that student. Before and after school hours only - (To Be Determined by Career Ladder Review Committee)	CSIP District Building CSIP PDC
Non-paid tutoring of students on the school campus in preparation for special competitions, to pass tests, general remediation, and enrichment activities. Before and after school hours only - (To Be Determined by Career Ladder Review Committee)	CSIP District Building CSIP PDC
Develop curriculum at building and or district level. (outside of the school day)	CSIP District Building CSIP PDC

## Inappropriate Activities

The following are examples of activities that are not acceptable responsibilities or voluntary efforts to be included in a teacher's R.I.S.E./Career Ladder Development Plan. This list is not all inclusive, but is intended to provide clarification and guidance. The list is provided by DESE as part of the state guidance document. Items in bold are clarifications by the district.

- Painting classrooms
- School beautification projects
- Community activities that do not include students
- Community activities that include students but are not directly 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). **The key word is fundraiser. For example, if the purpose of a PTO event is only as a fundraiser it is not allowed. If the primary purpose of a PTO event is to engage the parents and community as a defined goal within the school improvement plan, the event would be allowed.**
- 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 contract day
- Any activity for which the educator receives compensation regardless of the source of that compensation
- College classes in administration
- 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 co-workers 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.

Questions related to the District R.I.S.E./Career Ladder Plan should be directed to:

Dr. Monica Fulton

Assistant Superintendent

[mfulton@rolla31.org](mailto:mfulton@rolla31.org)

573-458-0100

Questions related to the Teacher R.I.S.E./Career Ladder Development Plan should be directed to the appropriate building administrator.

Board of Education Approval: September 15, 2022; May 4, 2023, July 20, 2023