

# Career Ladder Basics

1. All Career Ladder activities must fit the 4 cardinal rules:
  - A. All Career Ladder activities must be tied to academics through one or more of the following: District Improvement Plan, Curriculum, Professional Development, Missouri School Improvement Program, Other areas agreed upon by participant and building principal
  - B. You cannot receive compensation of any kind for the activities you are counting in your career ladder plan. It is ok for the district to pay for your registration fee, etc, however, you personally cannot receive any compensation for your activities.
  - C. You cannot perform career ladder activities during contracted time, personal days, etc.
  - D. All Career Ladder activities must be aligned with your certification. (This requirement is subject to administrator approval of teaching assignment.)
2. Parent Contact certainly improves student achievement, but is problematic in documentation. Email logs are helpful, make sure the time stamp indicates non-contract hours. Parent signatures and a summary are required. Parent contact logs are limited to 15 hours for Stage One.
3. Students must be present, and you must be actively engaged with them for tutoring hours to count. Bring alternatives such as professional reading for times in which students do not show.
4. Activities including but not limited to Supervision, Decoration, Chaperone, Concessions, Beautification, Bulletin Boards, Painting, etc do not count.
5. General rule of thumb: If you can find the activity on the posted district calendar, it doesn't fit with Career Ladder. (not a building specific calendar, but one such as this: )  
<http://www.logrog.net/Calendar/2008-2009SchoolCalendar.pdf>
6. Minimum 20 hours student contact, maximum 30 hours student contact for Stage One.
7. Document, Document, Document. Keep anything and everything that can be used to support your activities.
8. Professional reading is limited to 10 hours, and should be documented on Form 7 of the plan.
9. You must submit the following to your building representatives no later than September 15, 2008:
  - A. Form A (ignore the February deadline listed at the top)
  - B. Form B: Cover sheet
  - C. Form 1: Summary of your teaching assignment.
  - D. Form 3: Summary of your career ladder responsibilities. You must list at least two, one of which must have a minimum of 20 student contact hours.
  - E. **One** copy of Form 4 for **EACH** of the responsibilities you listed on Form 3.