



ST. JOSEPH SCHOOL DISTRICT

Career Ladder Plan 2026–2027 For District Certified Employees Cycle: Professional Development Hours: July 1, 2026 through May 7, 2027

What is the purpose of the Career Ladder program?

The Saint Joseph School District is committed to providing a successful educational experience for all students. Educational excellence is largely dependent on the skill, talent, and dedication of educators. The purpose of the Career Ladder Program is to enhance student learning by recognizing and rewarding productive, effective educators. The Missouri Career Ladder Program is a voluntary performance pay matching program established by statute. It provides salary supplements for teaching staff by compensating additional teaching and learning responsibilities, specifically those centered on academic programming and the improvement of student learning, for which a teacher does not otherwise receive compensation.

The Saint Joseph School District has developed a [Continuous School Improvement Plan](#), Academic Service goals, a Professional Development Plan, and participates in the Missouri School Improvement Program to support continuous improvement in student outcomes. **All Saint Joseph School District Career Ladder responsibilities must be academic in nature** and must directly, clearly, and measurably relate to the improvement of instructional practices, student learning, and academic programs. These responsibilities must align with the District's [Continuous School Improvement Plan](#), Professional Development Plan, the [Missouri School Improvement Program](#), or other district-approved instructional improvement plans.

All Career Ladder activities must involve students enrolled in the Saint Joseph School District and must directly support their academic growth. Staff members may not count activities involving their own children. **At a minimum, 50% of hours must be student contact.** All activities must be documented on logs (see Appendix A); clocking in and out is not required.

[DESE's Career Ladder Plan](#) provides additional detailed information regarding program requirements and expectations.

Who Is Eligible to Participate?

All full-time certified educators who have completed at least two years of public school experience are eligible, with the exception that members of the Armed Forces of the United States or their spouses who have teaching experience in another state and have transferred to Missouri are also eligible. To qualify, educators must be reported in the MOSIS October Cycle Educator submission as a classroom teacher (Code 60), librarian/media specialist (Code 40), school counselor (Code 50), or as a certificated teacher serving as a school psychological examiner, Parents as Teachers educator, school psychologist, special education diagnostician (Code 70), or speech pathologist (Code 90). The educator must be paid on the district salary schedule. Changes to participating staff after application approval are permitted, provided the total does not exceed the state's annual appropriation for Career Ladder. All participating teachers must be reported as part of the Core Data October Cycle submission and again by the final resubmission date.

What Are the Key Program Dates?

May 2026 – Career Ladder Plan 2026–2027 reviewed Informational Item (April 27th) with Projected May Board approval (May 26, 2026)

May 19, 2026 – Plan due to principal; principal updates Google Sheet

July 1, 2026 – Program for 2026–2027 begins; logs submitted monthly to principal

May 7, 2027 – Program for 2026–2027 ends

May 7, 2027 – Plan documentation and final logs submitted to building principal

May 14, 2027 – Principal updates Google Sheet with logged category hours

May 28, 2027 – Building principal approval due to Business Office

June 30, 2027 – Business Office issues payment

I. The St. Joseph 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 St. Joseph School District has developed a Comprehensive School Improvement Plan, a Curriculum Council structure, and 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 be academic in nature and shall directly and obviously relate to the improvement of programs and services for students as outlined in the St. Joseph School District Comprehensive School Improvement Plan, Academic Services goals, Professional Development Plan, Missouri School Improvement Program, or building-level instructional improvement plan. The teacher’s Career Development Plan (CDP) shall associate each Career Ladder responsibility or volunteer effort with either a designated plan or other identified instructional improvement. At a minimum, 50% of hours must be student contact.

II. The St. Joseph 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. This supplemental pay shall be in addition to the salary normally accorded to the teacher by the district's salary schedule. Educators may apply for the appropriate stage based on their experience and meeting the established requirements.

Stage	Experience Requirement	Minimum Hours	Maximum Annual Stipend
I	2+ years in MO public school	At least fifty (50) clock hours	\$1,500
II	3+ years in MO public school	At seventy-five (75) clock hours	\$3,000

Educators may elect to participate at a lower stage than their eligibility level if desired, with compensation reflecting the selected stage. Up to sixty percent (60%) of the additional salary supplement shall be funded through state grant funds, with the remaining amount, no less than forty percent (40%), and any associated benefit costs funded through local sources.

This grant is subject to annual appropriation.

III. Eligible Educators – Stage I

Eligible educators for Stage I of the Saint Joseph School District Career Ladder Program shall meet the following requirements in accordance with Missouri Career Ladder Program statute:

- a. Have completed two (2) years of teaching experience in Missouri public schools, except for any member of the Armed Forces of the United States or their spouse who has teaching experience in another state and has transferred to Missouri.
- b. Have completed the required beginning teacher assistance program and participated in two (2) years of mentoring, in accordance with Section 168.400.4, RSMo. These requirements do not apply to teachers with prior teaching experience or to those in positions where such requirements are not applicable.

- c. Have performed at an acceptable level or above on all criteria of the district's most recent performance-based teacher evaluation. The district evaluation system shall be fully aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).
- d. Be employed on a regular full-time contract.
- e. Hold appropriate certification in the subject area or assigned role for which the educator is employed.
- f. Have developed a Career Ladder Development Plan that identifies responsibilities and/or volunteer efforts to be completed for Career Ladder compensation. The plan shall include a minimum of fifty (50) clock hours for Stage I. All responsibilities must be directly and obviously related to the improvement of programs and services for students as outlined in the District School Improvement Plan aligned with Priority 1 - Effective Teaching and Learning, Curriculum Development Plan, the Professional Development Plan, Missouri School Improvement Program, or other district-approved instructional improvement plan. The plan must be completed by May 7, 2027.

Eligible Educators – Stage II

Eligible educators for Stage II of the Saint Joseph School District Career Ladder Program shall meet the following requirements in accordance with Missouri Career Ladder Program statute:

- a. Have completed three (3) years of teaching experience in Missouri public schools, except for any member of the Armed Forces of the United States or their spouse who has teaching experience in another state and has transferred to Missouri.
- b. Have completed the required beginning teacher assistance program and participated in two (2) years of mentoring, in accordance with section 168.400.4, RSMo. These requirements do not apply to teachers with prior teaching experience or to those in positions where such requirements are not applicable.
- c. Have performed at an acceptable level or above on all criteria of the district's most recent performance-based teacher evaluation. The district evaluation system must be fully aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).
- d. Be employed on a regular full-time contract of standard length.
- e. Hold appropriate certification in the subject area or assigned role for which the educator is employed.
- f. Have developed a Career Ladder Development Plan that identifies responsibilities and/or volunteer efforts to be completed for Career Ladder compensation. The plan shall include a minimum of seventy-five (75) clock hours for Stage II. All responsibilities must be directly and obviously related to the improvement of programs and services for students as outlined in the District School Improvement Plan aligned with Priority 1 -Effective Teaching and Learning, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program, or other district-approved instructional improvement plan. The Career Ladder Development Plan must be finalized by May 7, 2027.

IV. Eligible teachers participating in the Career Ladder Grant Program of the St. Joseph School District shall complete a minimum number of clock hours through one or more responsibilities or voluntary efforts. Teachers will complete at least fifty (50) clock hours at Stage I and at least seventy-five (75) clock hours at Stage II.

Teachers in the St. Joseph School District participating in the Career Ladder Grant Program shall complete the required clock hours through responsibilities or voluntary efforts in one or more of the following areas:

- Serving in teacher externships as provided in Section 168.025, RSMo as approved by SJSD.
- Serving in a mentoring role to support students' academic, social-emotional, or collaborating with teachers to strengthen instructional and student support practices, 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 ACT or SAT preparation courses or assisting students with college or career school admission or financial assistance applications
- Other responsibilities or voluntary efforts that directly and clearly improve programs and services for students as outlined in the District School Improvement Plan, specifically aligned to Priority 1: Effective Teaching and Learning, as well as the Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program, or other instructional improvement initiatives, and that extend beyond the duties required by a teaching certificate.

If a participating educator in the St. Joseph School District is unable to complete the required 75 hours at Stage II, SJSD will pay him/her at Stage I based on the hours completed.

V. The DCLP shall provide a description of teacher, administrator, and patron involvement in the development of the DCLP. The patron should be someone who is not a staff member of the district. This may include a parent, board member, or community member among others.

The St. Joseph School District convened a representative Career Ladder Working Group to develop the District Career Ladder Plan (DCLP). The group included educators across all three career ladder stages. This composition ensured broad representation across grade levels, roles, and responsibilities, including 4 high school representatives, 3 middle school representatives, 6 early learning and elementary representatives, 2 administrators, and 1 parent. The working group met to gather feedback, review the structure of the DCLP, and make appropriate revisions. The updated plan was shared with the Board of Education and the community during the April 27, 2026 work session, where input from community members was also received through public participation. The plan is scheduled for projected final Board approval at the May Board meeting on May 26, 2026.

VI. The DCLP shall contain provisions for assessment of the district's Career Ladder.

The St. Joseph School District has created an assessment committee. This committee consists of the working group members who were involved in the creation and finalization of the DCLP, Academic Services, and random participants in the program. This committee will annually assess the success of the DCLP. Feedback will be taken into consideration for the following year and reported to the Board of Education each year at the regular May or June board meeting regarding the benefits for students and schools, as well as teacher interest and participation. In addition, the St. Joseph School District will report data on its Career Ladder Grant Program to the Department of Elementary and Secondary Education each year to be used in the Career Ladder Report. Information reported to the department upon request may include but is not limited to:

- Total number of teachers participating at each stage
- Final total state contribution
- Final total local contribution
- Total hours of teacher participation in these categories

- Serving in teacher externships as provided in Section 168.025, RSM and as approved by SJSD.
- Serving in a mentoring role to support students' academic, social-emotional, or collaborating with teachers to strengthen instructional and student support practices, 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 ACT or SAT preparation courses or assisting students with college or career school admission or financial assistance applications
- Other responsibilities or voluntary efforts that directly and clearly improve programs and services for students as outlined in the District School Improvement Plan, specifically aligned to Priority 1: Effective Teaching and Learning, as well as the Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program, or other instructional improvement initiatives, and that extend beyond the duties required by a teaching certificate.

- Overall annual retention rates of participating teachers

VII. The DCLP shall contain procedures for appealing decisions made regarding approval or denial of application and placement on the Career Ladder, including the right to substantive and procedural appeals of the PBTE (Performance-Based Teacher Evaluation).

Any St. Joseph 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. Appeals must be submitted in writing via email to the appropriate Director or Coordinator within 10 business days of the Career Ladder plan due date. 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 St. Joseph School District Career Ladder Plan. Appeals regarding plan responsibilities must include details related to student academic performance or achievement activities and other relevant information related to why the disallowed activity should be considered for approval if additional consideration is needed.

The appeal procedure shall include:

- a. An opportunity to have the decision reviewed by the Director of Elementary Education, Director of Secondary Education, Director of Special Programs, or Coordinator of Counseling.
- b. After following step (a) above, an opportunity to have the decision reviewed and rendered by the Assistant Superintendent of Academics or the Superintendent of Schools.

Appeal decisions shall be implemented in a timely manner. All decisions made with respect to a teacher's application, plan, and placement on any stage of the Career Ladder Plan shall be based on the qualifications for that stage as stated in the St. Joseph School District's Career Ladder Plan.

VIII. The DCLP shall contain provisions for recognition of teacher mobility from one participating district to another within the state.

An educator entering the St. Joseph 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 Career Ladder Grant Program Standard is:

Stage and Hours	Requirements	Total Amount
Stage I Minimum of 50 hours (\$30/hour)	<ul style="list-style-type: none"> ● *Two years of teaching experience in a Missouri public school ● Completion of required beginning teacher assistance program ● 2 years of mentoring participation 	\$1,500
Stage II Minimum of 75 hours (\$40/hour)	<ul style="list-style-type: none"> ● *Three years of teaching experience in a Missouri public school ● Completion of required beginning teacher assistance program ● 2 years of mentoring participation 	\$3,000

Responsibilities (See Appendix B) – The following activities will be approved for Career Ladder plans:

- Serving in teacher externships as provided in Section 168.025, RSMo and as approved by SJSD.
- Serving in a mentoring role to support students' academic, social-emotional, or collaborating with teachers to strengthen instructional and student support practices, 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 ACT or SAT preparation courses or assisting students with college or career school admission or financial assistance applications
- Other responsibilities or voluntary efforts that directly and clearly improve programs and services for students as outlined in the District School Improvement Plan, specifically aligned to Priority 1: Effective Teaching and Learning, as well as the Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program, or other instructional improvement initiatives, and that extend beyond the duties required by a teaching certificate.

Appendix A

SJSD Career Ladder Log

Staff Name:

Role/School:

DATE	DESCRIPTION OF ACTIVITY *INCLUDE NAMES OF STUDENTS IF APPLICABLE	TOTAL HOURS	CATEGORY

***Please maintain a separate log form for each category.**

By submitting this form, I understand the following responsibilities:

- All activities for Career Ladder must occur outside of contract time.
- Logs are required, should be documented accurately, and submitted monthly to the principal or supervisor.

Participant Signature

Date

Administrator Signature

Date

SJSD Career Ladder End of Year TOTAL Category Hour Log

Staff Name:

Role/School:

Category 1	Category 2	Category 3	Category 4	Category 5	TOTAL HOURS

By submitting this form, I understand the following responsibilities:

- All activities for Career Ladder must occur outside of contract time.
- Logs are required, should be documented accurately, and this form should be submitted by 4/30/26.

Participant Signature

Date

Administrator Signature

Date

Appendix B: 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. The years of required experience do not apply to any member of the Armed Forces of the United States or their spouse who has teaching experience in another state and has transferred to Missouri.

Stage I (\$1,500 maximum)	Stage II (\$3,000 maximum)	Stage III (\$5,000 maximum)
<p>Qualifications</p> <ol style="list-style-type: none"> Completed two (2) years of teaching experience in Missouri public schools, except for any member of the Armed Forces of the United States or their spouse who has teaching experience in another state and has transferred to Missouri. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (Section 168.400.4, RSMo) The mentoring and beginning teacher assistance program do not apply to any teacher with prior teaching experience or to those in a position where this is not required. 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 with the Essential Principles of Effective Evaluation (5 CSR 20-400.375). Be serving on not less than a regular length full-time contract. Professional certification in a subject area for each participating teacher. Develop a Career Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will complete to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by May 31, 2027. The district shall ensure that a minimum of fifty (50) clock hours are completed for Stage I, and that these hours be completed outside of the duties that require a teaching certificate under section 168.021 RSMo. 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. 	<p>Qualifications</p> <ol style="list-style-type: none"> Completed three (3) years of teaching experience in Missouri public schools, except for any member of the Armed Forces of the United States or their spouse who has teaching experience in another state and has transferred to Missouri. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (Section 168.400.4, RSMo) The mentoring and beginning teacher assistance program do not apply to any teacher with prior teaching experience or to those in a position where this is not required. 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 with the Essential Principles of Effective Evaluation (5 CSR 20-400.375). Be serving on not less than a regular length full-time contract. Professional certification in a subject area for each participating teacher. Develop a Career Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will complete to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by May 31, 2027. The district shall ensure that a minimum of seventy-five (75) clock hours are completed for Stage II, and that these hours be completed outside of the duties that require a teaching certificate under section 168.021 RSMo. 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. 	<p>Qualifications</p> <ol style="list-style-type: none"> Completed five (5) years of teaching experience in Missouri public schools, except for any member of the Armed Forces of the United States or their spouse who has teaching experience in another state and has transferred to Missouri. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (Section 168.400.4, RSMo) The mentoring and beginning teacher assistance program do not apply to any teacher with prior teaching experience or to those in a position where this is not required. 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 with the Essential Principles of Effective Evaluation (5 CSR 20-400.375). Be serving on not less than a regular length full-time contract. Professional certification in a subject area for each participating teacher. Develop a Career Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will complete to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by May 31, 2027. The district shall ensure that a minimum of one hundred (100) clock hours are completed for Stage III, and that these hours be completed outside of the duties that require a teaching certificate under section 168.021 RSMo. 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.
<p>Responsibilities</p> <p>Eligible teachers participating in the Career Ladder Grant Program of the XYZ School District shall complete a minimum of fifty (50) clock hours in on responsibilities or voluntary efforts in one of the following areas:</p> <ul style="list-style-type: none"> 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 or teachers, 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, coursework (recommended: 1 credit hour of coursework = 15 Career Ladder hours), or certification outside of that offered by school district (i.e. National Board Certification); or Other (the responsibility or voluntary effort should directly and obviously relate to improved 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 and is an additional responsibility or voluntary effort extending beyond or in addition to those duties that require a teaching certificate). 	<p>Responsibilities</p> <p>Eligible teachers participating in the Career Ladder Grant Program of the XYZ School District shall complete a minimum of seventy-five (75) clock hours in on responsibilities or voluntary efforts in one of the following areas:</p> <ul style="list-style-type: none"> 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 or teachers, 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, coursework (recommended: 1 credit hour of coursework = 15 Career Ladder hours), or certification outside of that offered by the school district (i.e. National Board Certification); or Other (the responsibility or voluntary effort should directly and obviously relate to improved 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 and is an additional responsibility or voluntary effort extending beyond or in addition to those duties that require a teaching certificate). 	<p>Responsibilities</p> <p>Eligible teachers participating in the Career Ladder Grant Program of the XYZ School District shall complete a minimum of one hundred (100) clock hours in on responsibilities or voluntary efforts in one of the following areas:</p> <ul style="list-style-type: none"> 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 or teachers, 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, coursework (recommended: 1 credit hour of coursework = 15 Career Ladder hours), or certification outside of that offered by the school district (i.e. National Board Certification); or Other (the responsibility or voluntary effort should directly and obviously relate to improved 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 and is an additional responsibility or voluntary effort extending beyond or in addition to those duties that require a teaching certificate).

Appendix C

Career Ladder Development Plan for Certified Staff

Name (printed):

Home School:

QUALIFICATIONS

	Stage I: Two years' teaching experience (50 hours) (select one stage)
	Stage II: Three years' teaching experience (75 hours) (select one stage)
	Regular length, full-time contract (required)
	Appropriate certification (required)
	Acceptable performance as determined by the district's performance-based teacher evaluation process. No active improvement plan. (required)

RESPONSIBILITIES OR VOLUNTARY EFFORTS (select all that apply)

	Participating in teacher externships as provided in section 168.025, RSMo
	Serving in a mentoring role to support students' academic, social-emotional, or collaborating with teachers to strengthen instructional and student support practices, 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 preparation course or assisting students with completing college or career school admission of financial assistance applications
	At a minimum, 50% of hours must be student contact hours. (required)
	Other responsibilities or voluntary efforts that directly and clearly improve programs and services for students as outlined in the District School Improvement Plan, specifically aligned to Priority 1: Effective Teaching and Learning, as well as the Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program, or other instructional improvement initiatives, and that extend beyond the duties required by a teaching certificate.

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

Staff Signature _____ Date _____

Administrator Signature _____ Date _____

Appendix D

Activities Inappropriate for the Career Ladder Program

The following are examples of activities that are not acceptable responsibilities or voluntary efforts, as they are not in keeping with the intention of the Career Ladder statute, which is intended for additional services that benefit students for additional compensation. **THIS LIST IS NOT ALL INCLUSIVE.**

- Writing lesson plans, instructional units, or designing appropriate learning experiences for students in his/her classroom or team that are part of a teacher's regular contractual responsibility for implementing the district's curriculum and designing appropriate learning experiences for students in his/her classroom or team, or other typically contracted duties
 - Preparation for or participation in Individualized Education Plan (IEP) meetings
 - Tutoring cannot include open gym, study hall, detention, and/or any duties that require a teaching certificate
 - Community activities that do not include students or the improvement of programming for students
 - Community activities that include students but are not academic in nature and do not directly and obviously relate to the improvement of programs and services for students
 - Taking tickets, timekeeping, scorekeeping, and attending school functions
 - Any activity that is part of the educator's duties that require a teaching or other professional certificate
 - Any activity for which the educator is already receiving compensation, regardless of the source of that compensation
 - Any church-affiliated activity
 - Painting classrooms or other school beautification projects
 - 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
 - o Being a presenter is sufficient

NOTE: The educator should be an ACTIVE participant in the planning and execution of approved activities. Supervision or attendance alone is not adequate.