



# CAREER LADDER DOCUMENT FY20 (2019-2020 SCHOOL YEAR)

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## *General Information*

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The Performance Salary Schedule applies to all Instructional Staff with Annual Contract or Probationary Contract status. The Career Ladder includes separate classifications of Instructional Staff on the Performance Salary Schedule. These classifications are referred to as Career Ladder Levels and include: Apprentice, Career, and Accomplished.

The Career Ladder Committee is responsible for the development of the annual movement requirements for the Career Ladder. The Career Ladder Committee is comprised of District and TALC representatives who utilize the Interest-Based Process to reach consensus on key issues related to the strategic development of the Career Ladder as a meaningful promotion and advancement system for Instructional Staff. The goal of the Career Ladder Committee is to make data driven decisions for the continuous improvement of the Career Ladder.

Career Ladder Movement occurs automatically on an annual basis for eligible employees, who have met the requirements to move to the next Career Ladder level. Requirements fall into six (6) categories: mentoring, experience, performance evaluations, professional development, certification, and participation.

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## *Profiles*

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Profiles have been established for each Career Ladder level to provide a basic understanding of who the Career Ladder Committee had in mind when determining the requirements for movement from one level to another. These profiles are aspirational in nature and provide only a general sense of what an instructional staff member at each level might look like on paper.

Below are written descriptions of each profile and a diagram showing a side by side comparison of each profile. The categories used are mirrored across profiles and the requirements for movement.



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### ***Apprentice Profile***

Apprentice refers to Instructional Staff with the following attributes:

- Instructional Staff with less than three years of teaching experience **OR** Instructional Staff that are new to the School District of Lee County
- Instructional Staff with a Bachelor's Degree or higher (certain exceptions may apply for Career and Technical Education)
- Instructional Staff who have not completed the Apprentice to Career Professional Development Plan
- Instructional Staff who have not received three Final Performance Evaluation ratings of "Highly Effective" or "Effective"
- Instructional Staff who have not completed an approved mentoring program (Apprentice teachers are typically assigned a Mentor Teacher during their first year of assignment)
- Instructional Staff with Temporary Certification **OR** Professional Certification

### ***Career Profile***

Career refers to Instructional Staff with the following attributes:

- Instructional Staff with three or more years of teaching experience
- Instructional Staff who have completed the Apprentice to Career Professional Development Requirements
- Instructional Staff who have not completed the Career to Accomplished Professional Development Plan
- Instructional Staff who have not received five Final Performance Evaluation ratings of "Highly Effective" or "Effective" while at the Career level
- Instructional Staff who have completed an approved mentoring program
- Instructional Staff with Professional Certification/Licensure

### ***Accomplished Profile***

Accomplished refers to Instructional Staff with the following attributes:

- Instructional Staff with ten or more years of teaching experience
- Instructional Staff who have completed the Apprentice to Career Professional Development Requirements
- Instructional Staff who have completed the Career to Accomplished Professional Development Requirements
- Instructional Staff who have received five Final Performance Evaluation ratings of "Highly Effective" or "Effective" while at the Career level



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- Instructional Staff who have completed an approved mentoring program
- Instructional Staff with Professional Certification/Licensure

Apprentice Profile	Career Profile	Accomplished Profile
<b>Mentoring</b> Have not completed an approved mentoring program	<b>Mentoring</b> Have completed an approved mentoring program	<b>Mentoring</b> Have completed an Approved mentoring program
<b>Experience</b> Less tha 3 years of experience All new hires	<b>Experience</b> 3 or more Years of Teaching Experience	<b>Experience</b> 10 or more years of Teaching Experience
<b>Education</b> Bachelor's Degree of Higher	<b>Education</b> Bachelor's Degree of Higher	<b>Education</b> Bachelor's Degree of Higher
<b>Performance</b> Have not received the three Final Performance Evaluation ratings of "Highly Effective" or "Effective"	<b>Performance</b> Have not received the required five Final Performance Evaluation ratings of "Highly Effective" or "Effective" while at the Career Level	<b>Performance</b> Have received the required five Final Performance Evaluation ratings of "Highly Effective" or "Effective" while at the Career Level
<b>Professional Development</b> On apprentice to Career Professional Development Plan	<b>Professional Development</b> Complete Apprentice to Career Professional Development requirements  On Career to Accomplished Professional Development Plan	<b>Professional Development</b> Completed the Apprentice to Career Professional Development requirements  Completed Career to Accomplished Professional Development requirements  Design Personal Learning Plan (derived from requirements for recertification, performance evaluation indicators, areas for personal growth, etc.)
<b>Certification</b> Temporary Certification <b>or</b> Professional Certification/Licensure	<b>Certification</b> Professional Certification or Professional Licensure	<b>Certification</b> Professional Certification or Professional Licensure
<b>Participation</b> None	<b>Participation</b> Have not completed Career to Accomplished Participation requirements	<b>Participation</b> Completed Career to Accomplished Participation requirements



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## *Requirements for Movement*

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Requirements for movement have been established for movement from one Career Ladder level to another. These requirements for movement provide more specific direction to instructional staff members interested in moving on the Career Ladder. Requirements must be met by June 30<sup>th</sup> in order to be eligible for movement in the following fiscal year.

Below are written descriptions of the requirements for movement and a diagram showing a side by side comparison of the requirements for moving from Apprentice to Career and Career to Accomplished.

### ***Apprentice to Career***

Requirements for Instructional Staff classified as Apprentice to move to Career are as follows:

**MENTORING REQUIREMENTS:** Must Complete APPLES

**EXPERIENCE REQUIREMENTS:** Minimum of Three (3) Creditable Years of Experience and a Minimum of Two (2) District Years of Experience

**EDUCATION REQUIREMENTS:** (none)

**PERFORMANCE EVALUATION REQUIREMENTS:** Highly Effective or Effective on Past Two (2) Final Performance Evaluations and Highly Effective or Effective for current fiscal year Manager's Rating; three (3) performance evaluations total

**PROFESSIONAL DEVELOPMENT REQUIREMENTS:** School-Based Requirements for Beginning Teacher Program (APPLES) **AND** Protecting Florida's Children **AND** Principles of Professional Conduct (formerly Code of Ethics) **AND** Introduction to the Career Ladder **AND** Introduction to Instructional Performance Evaluations\*

**CERTIFICATION/LICENSURE REQUIREMENTS:** Earn Professional Teaching Certificate or appropriate Professional Licensure

\*Not yet available, will not count against movement until available.



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## ***Career to Accomplished***

Requirements for the Career Teacher to move to the next Career Ladder Level are as follows:

**MENTORING REQUIREMENTS:** (none)

**EXPERIENCE REQUIREMENTS:** Minimum of Ten (10) Creditable Years of Experience and a Minimum of Five (5) District Years of Experience

**Special Instructional Staff:** Minimum of Ten (10) Creditable Years of Experience

**EDUCATION REQUIREMENTS:** (none)

**PERFORMANCE EVALUATION REQUIREMENTS:** Highly Effective or Effective on Past Four (4) Final Performance Evaluations and Highly Effective or Effective for current Manager's Rating while at the Career Level; five (5) performance evaluations total

**PROFESSIONAL DEVELOPMENT REQUIREMENTS:** Earn 360 Total Inservice Points while at the Career Level; 30 Inservice Points per Bucket (labeled 1-5 and other), 180 Inservice Points in Any Bucket at Employee's Discretion (labeled 1-9) **OR** Earn an Advanced Degree

### **Buckets:**

1. Subject Content/Academic Standards
2. Instructional Methodology/Faculty Development
3. Technology Integration/Digital Learning Support
4. Assessment & Data Analysis/Problem Solving
5. Classroom Management
6. School Safety/Safe Learning Environment/School Culture
7. Management/Leadership Planning
8. General Support
9. Student Growth/Achievement

### **OR**

Earn an Advanced Degree while on the Career Level

**Special Instructional Staff:** Earn 360 Total Inservice Points while on the Career Level



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**CERTIFICATION/LICENSURE REQUIREMENTS:** Maintain Professional Teaching Certificate or appropriate Professional Licensure

**PARTICIPATION REQUIREMENTS:** Satisfactory Participation for Four (4) out of the Past Seven (7) Years\*

\*As measured by completion of Instructional Supplements, listed in the TALC Contract. Participation credit is available for Lead TALC Representatives, Mentor Teachers, and teachers who host a college intern.

Apprentice to Career	Career to Accomplished
<b>Mentoring</b>	<b>Mentoring</b>
Completion of an approved mentoring program	Completion of an approved mentoring program
<b>Experience</b>	<b>Experience</b>
Complete a Minimum of 3 Creditable Years of Experience and a minimum of 2 District Years of Experience	Complete a Minimum of 10 Creditable Years of Experience and a minimum of 5 District Years of Experience
<b>Education</b>	<b>Education</b>
None	None
<b>Performance</b>	<b>Performance</b>
Achieve Highly Effective or Effective on Past two Final Performance Evaluations and Highly Effective or Effective for current Manager's Rating  (3 performance evaluations total)	Achieve Highly Effective or Effective on Past four Final Performance Evaluations and Highly Effective or Effective for current Manager's Rating while at the Career Level  (5 performance evaluations total)
<b>Professional Development</b>	<b>Professional Development</b>
Complete School-Based Requirements for Beginning Teacher Program (APPLES) <b>AND</b> Protecting Florida's Children <b>AND</b> Principles of Professional Conduct (formerly Code of Ethics) <b>AND</b> Introduction to the Career Ladder <b>AND</b> Introduction to Instructional Performance Evaluations*	Earn 360 Total Inservice Points while at the Career Level; 30 Inservice Points per Bucket (labeled 1-5 and other), 180 Inservice Points in Any Bucket at Employee's Discretion (labeled 1-9) <b>OR</b> Earn an Advanced Degree while on the Career Level
<b>Certification</b>	<b>Certification</b>
Earn Professional Certification or Professional Licensure	Maintain Professional Certification or Professional Licensure
<b>Participation</b>	<b>Participation</b>
None	Satisfactory Participation for 4 out of the Past 7 Years



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## *Career Opportunities*

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Career Opportunities are available based upon Career Ladder level and the completion of other eligibility requirements. Career Opportunities are as follows:

**APPRENTICE:** Instructional Supplements, Turnaround School Supplement

**CAREER:** Instructional Supplements, Turnaround School Supplement, Peer Collaborative Teacher, Learning and Leadership Teacher, Transformation Teacher

**ACCOMPLISHED:** Instructional Supplements, Turnaround School Supplement, Peer Collaborative Teacher, Learning and Leadership Teacher, Transformation Teacher

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## *Compensation*

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Career Ladder Movement has been associated with an additional \$1,000.00 in performance-based salary increases. Performance based salary increases also include an increase based upon Final Performance Evaluation ratings for the previous year. Performance based salary increases must be negotiated by TALC and the District each year. The Career Ladder Committee has recommended that the increases associated with Career Ladder Movement remain consistent in order to maintain equity for all instructional staff.

TALC Contract Article 10.06(1) (Performance-Based Pay) states:

Performance based salary increases will be available to employees based on classification as "Eligible" or "Ineligible" for Career Ladder Movement. In accordance with Florida Statute, a greater amount will be provided to the employees in each classification with a Final Performance Evaluation rating of "Highly Effective."

District staff have provided Introduction to Career Ladder training to nearly all schools since January 2019 and efforts are underway for an online version of this training to be available in FY21



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(2020-2021 school year). All new hires to the District must attend the "Welcome Aboard" orientation that includes a voluntary session providing a comprehensive overview of compensation and explaining the concept of Total Compensation.

In addition, Human Resource Division and Business Services Division recently partnered on a process improvement project that should allow for improved payroll efficiency and automation. The District is diligently working to improve customer service and the employee experience as it relates to compensation and payroll.

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### *Next Steps*

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A Career Ladder page is now available via PeopleSoft. Navigate to Self-Service, Performance Management, Career Ladder Status to see your progress toward completion of the requirements for movement. If you are on the Grandfathered Salary Schedule or the Accomplished level, no information will be displayed.

Feedback from Instructional Staff at Career Ladder training led to updates to the Career Ladder page on PeopleSoft. Additional updates are scheduled and should improve the overall user experience, allowing school-based administrators to run status reports and instructional staff the ability to better plan their movement on the Career Ladder.

The Career Ladder Committee remains focused on improving communication regarding the Career Ladder and the requirements for Career Ladder Movement. Subcommittees have been formed and are discussing the development of additional Career Ladder Levels, improved Professional Development offerings, equitable distribution of Instructional Supplements, and additional improvements to the PeopleSoft page for those seeking to move on the Career Ladder.

Additional information about the Career Ladder is available on the District website, including approved minutes for Career Ladder Committee meetings.