

Career Ladder Instructions 2015-2016

- Go to <http://camdentonschools.schoolwires.net/Domain/65>
- Select Career Ladder Plan and Logs (it may open in the lower-left corner of your screen)
- After opening the Career Ladder Plan, select “enable editing” button.
- Before changing anything on the Plan: Choose “File” and “Save As” to save this document as

LastnameFirstnameCL1516

Example: ShieldsNoraCL1516 (no spaces)

- After saving document, close original Career Ladder Plan from School Web Page and go to **YOUR** saved document. (If you fill out the school web page document, it will not save correctly).
- At the bottom of the **YOUR** saved Career Ladder Excel Spreadsheet there are **tabs**: Career Ladder Plan, and your 3 logs.
- Click on **Career Ladder Plan** tab.
- At the top of the plan, click in the underlined cell next to **Date**: There’s a drop down list for school year. Select appropriate year.
- Next to **Name**, type your name.
- Choose **Building** from drop down list.
- Choose **Stage** from drop down list.
- Choose corresponding number of hours for **YOUR Stage** of Career Ladder: 1=48, 2=72, 3=96.
- Choose corresponding number of hours for **Student Contact**: 1=20, 2=30, 3=40.
- Click in the cell under **Responsibilities Index** to change the date for the appropriate year.
- In the **Career Ladder Specific Action Form** section, describe the **Specific Action(s)** you will complete for **Student Contact**. (In the **Responsibilities Index** there are examples you may choose to use, but you are not limited to these activities. Your **text** will **automatically wrap**; don’t use the “Enter” key.)
 - Example: I will tutor students in science before and/or after contract hours.
 - Example of what **NOT** to write: In order to enhance student learning, I will work to increase student knowledge for greater gains in student assessments. (Too WORDY!)
- Because this section is the same for everyone, in the **Faculty Collaboration** section you will see the following: ***I will collaborate beyond contract hours with other faculty. I will collate data and discuss student academic performance to drive my instruction. I will co-create assessments and activities.*** (Feel free to add additional responsibilities.)

- ****NOTE** - Faculty Collaboration** pertains to student academics for the classes you teach **ONLY** (Discussions of teaching strategies, common assessments, data analysis, etc.)
- Do the same for **Instructional Improvement** as you did for **Student Contact**. Please note that **Instructional Improvement** is not required.
- Save your plan now. **DO NOT DELETE!**
- Email or share your plan with nshields@camdentonschools.org **Do not send to your principal.**
- Your plan will be returned to you if revisions need to be made.
- Use this document to log hours. **This will be the ONLY document you use this year.**
- When logging hours, put a space between the time and am/pm OR use military time.
- **Student Contact** hours go on the **Student Contact** log. **Faculty Collaboration** hours go on the **Faculty Collaboration** log. **Instructional Improvement** hours go on the **Instructional Improvement** log. (See tabs at the bottom of your document).

Career Ladder plans are due by **Monday, September 21st**. Send them directly to nshields@camdentonschools.org. No need to send them to the principals. Copies will be available to them if requested.

- Faculty meetings beyond the contracted day ARE acceptable under Instructional Improvement.
- You may NOT count time spent reading. You MAY count time used to create tests over your readings or time used to share your readings with colleagues.
- Professional Development activities required by Camden R-III are acceptable under Instructional Improvement (i.e. High Schools That Work, Making Middle Grades Work, Leader in Me, etc.).
- If PD is collaborative, you may count whatever time you spent in collaboration with Camden teachers toward **Faculty Collaboration** outside contracted time.
- If you have a question about your PD eligibility, please contact Nora Shields at nshields@camdentonschools.org