



Human Resource Services

Career Lattice for Instructional Aide

Classified Employees

The information listed below sets forth the procedures and regulations governing placement and movement on the career lattice for Instructional Aides and includes important time and unit limitations. These procedures will be revised in the agreement between the district and SEIU, Local 1021, and subject to change through the negotiations process.

Who is Eligible?

All regular classified employees serving in a classification listed below are eligible to move on the career lattice. Employees serving in substitute and/or temporary positions are not eligible to move on the career lattice and shall only be hired at the Instructional Aide level.

Classification and Training, Education, and Experience Requirements for Classes Included on the Career Lattice

The career lattice for Instructional Aides includes the following classifications: Instructional Aide, Instructional Assistant I, Instructional Assistant II, Teacher Associate, and Teacher Candidate.

Training, Education, and Experience Requirements and Licenses and Other Requirements

Graduation from high school, one year of experience working with individuals or students in an organized setting, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant.

Instructional Assistant I requires one year of college-level work (30 accredited units). Instructional Assistant II requires two years of college-level work (60 accredited units), and must have served 75% of the school year as an Instructional Assistant I. Teacher Associate requires three years of college-level work (90 accredited units), and must have served 75% of the school year as an Instructional Assistant II. Teacher Candidate requires a minimum of 120 college units, served as a Teacher Associate for the preceding two years at least 75% of the school year, and must show proof of current enrollment in subjects leading to a bachelor's degree and/or teaching credential.

Sections 6.11 through 6.11.8.4 pertain to the career lattice for Instructional Aides.

Teacher Candidate Program

For an employee to be eligible for the Teacher Candidate classification, the employee must meet the following conditions:

- The employee must have served as Teacher Associate for the preceding two (2) years at least 75% of the days schools were in session, grades K-12.
- The employee must have completed a minimum of 120 acceptable college units as defined in Types of Units Accepted.
- The employee must show proof of current enrollment in subjects leading to a bachelor's degree and/or teaching credential, in an institution which awards a bachelor's degree and teaching credential.
- An employee may hold the position of Teacher Candidate for not more than six (6) school semesters or three (3) consecutive years. An employee with the title Teacher Candidate shall revert to the position of Teacher Associate at the end of said six (6) school semesters or three (3) years if not assigned to another classified or certificated position before that time limitation expires.
- If an employee does not serve the district, after completion of their term as Teacher Candidate, for half (1/2) the actual time served as Teacher Candidate, he/she shall refund to the district an amount calculated to be the difference between the Teacher Associate and Teacher Candidate salaries.
- An employee may be designated as Teacher Candidate for only one three-year period term during their employment within the district.
- Teacher Candidate shall be placed on Range 44 of the salary schedule for classified non-management personnel.
- The district agrees to pay the health benefit premiums for a period up to two (2) semesters for Teacher Candidates who are participating in an approved student teaching program. If an employee does not serve the district, after completion of their term as Teacher Candidate, for half (1/2) the actual time served as Teacher Candidate, he/she shall refund to the district the exact amount contributed by the district toward his /her health benefit premiums.

Placement on the Career Lattice

At the time of initial appointment to an Instructional Aide regular position on the career lattice, Human Resource Services will evaluate an employee's educational training to determine proper class placement with the limitation that no employee may be placed higher than the Instructional Assistant I level. Employees who meet the training and education requirements listed above and who have completed less than thirty (30) approved college units shall be placed in the Instructional Aide classification. Employees who have completed thirty (30) units or more approved college units before the first day of required service shall be placed in the Instructional Assistant I classification.

When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., School Community Liaison, Teacher Assistant Bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the Instructional Assistant II level. All time served in a board-elected position shall be considered for this purpose.

Promotional Advancement on the Career Lattice

Twice annually, on September 1 and April 1, Human Resource Services will review employees' training and experience to determine eligibility for movement on the career lattice. The deadline for filing units and meeting experience requirements shall be October 1 for the changes which will be made retroactive to September 1, and the deadline for filing units and meeting experience requirements shall be March 1 for the changes in April. Employees who meet training and experience requirements shall be reassigned to the next higher step on the career lattice effective September 1 for the September changes and April 1 for the April changes.

Types of Units Accepted

Acceptable units for placement and movement on the career lattice must meet the following requirements:

- The units must be earned at or accepted by either a two- or four-year fully accredited college or university. Units which are earned prior to an employee's date of hire and which are otherwise acceptable for this career lattice shall be counted for placement on the career lattice.
- The units are for courses which will improve the employee's performance in his or her present position or a position in the same or related classification sequence, and/or will be used to qualify the employee as a Teacher Candidate as defined above.

Prior Approval

Prior approval may be requested before undertaking any course(s) or overall program of study if acceptability for movement on the career lattice is doubtful. The form is available on the district web page (www.scusd.edu) under Human Resources, Current Employees, Professional Development, PSL-F002 Request for Prior Approval of Classified Professional Growth.

Filing of Units

Copies of transcripts or official grade cards containing evidence of units earned should be filed no later than October 1 for changes retroactive to September and March 1 for changes in April; but in no case can units be considered which are not received by Human Resource Services by October 1 for changes which will be made retroactive to September 1 and March 1 for changes in April. Records filed will not be returned to the employee.

At the time of initial placement on the career lattice, employees have a maximum of sixty (60) days from their first day of required service in which to file units.

Salary Step Placement

An employee, upon initial appointment, shall be placed on the first step of the salary range of the classification to which they are appointed. Employees upon initial appointment may provide information to support placement above the first step. When an employee is reassigned to a classification on the career lattice or when an employee is promoted on the career lattice, his/her salary step placement shall be determined using one of the following rules:

- If eligible, the employee first shall be granted an earned increment on his/her previous range.
- If the previous salary, including increment adjustment, is below the first step in the new range, the employee shall be placed on the step which most closely approximates a five percent (5%) salary increase.
- If the previous salary, including increment adjustment, is found on the new range, the employee shall be placed one (1) step higher.
- If the previous salary, including increment adjustment, is in between steps on the new range, he/she shall be placed two (2) steps higher.

Prof Growth: Career Lattice for IA (10-25-11)