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INFORMATION

Office of the Chief Operating Officer
Montgomery County Association of Administrators and Principals
Montgomery County Education Association

May 5, 2014

MEMORANDUM

To: All Principals
All Montgomery County Education Association Unit Members

From: Larry A. Bowers, Chief Operating Officer 
Debra K. Mugge, President, Montgomery County Association of Administrators and Principals 
Douglas Prouty, President, Montgomery County Education Association 

Subject: INFORMATION—Career Lattice Application Process

The purpose of this memorandum is to describe the application process to become a lead teacher in the Career Lattice program. The Career Lattice program is a part of the negotiated agreement (Article 14, Section G) between the Montgomery County Board of Education (BOE) and the Montgomery County Education Association (MCEA). The application process for lead teacher is open to current active employees in the MCEA unit who hold a “meets standard” evaluation for the last two years.

Background

In 2001, the BOE and MCEA jointly agreed to pursue design of a Career Lattice. The program is intended to encourage excellence in teaching. It seeks to encourage our most skillful teachers to stay in the classroom; to provide them opportunities to take on leadership responsibilities within the teaching profession while doing so; and to increase responsibility for collegial support for educational improvement. The Career Lattice is designed to provide incentives to attract and retain high quality teacher leaders in high-needs schools.

The Career Lattice provides educators with opportunities to make a difference in student achievement beyond their classroom, as well as to provide an incentive to work in high-needs schools. Participants in the Career Lattice assume greater levels of responsibility for improving student learning, both inside and outside the classroom. The Career Lattice provides recognition

and career planning opportunities for exemplary teachers to retain direct responsibility for students while accepting additional responsibilities as leaders, coaches, and facilitators of school improvement. The Montgomery County Public Schools (MCPS) Fiscal Year (FY 2015) Operating Budget includes funding to provide salary supplements to:

- attract and retain high-performing teachers, especially in high-need schools;
- promote leadership skills among teachers, both in the classroom and in the larger school community to the benefit of the instructional program;
- promote teacher leadership for measureable educational improvements; and
- promote and support collaborative and reflective practices that influence school culture and student achievement.

In addition, funding has been requested in the FY 2015 Operating Budget to provide grants to high needs schools for locally designed school improvement projects that will increase student learning. Supported school improvement projects must be aligned with the school improvement plan. Funding of the Career Lattice will depend on final action on the budget by the BOE and the County Council.

The lead teacher in conjunction with the school leadership team will develop proposals for projects. The school leadership team will monitor the projects. In order to take advantage of the enhanced skills and leadership of lead teachers, such teachers will implement these school improvement projects.

As a component of the Teacher Professional Growth System (PGS), the Career Lattice recognizes those teachers who are exemplary, and provides a structure for career planning that expands professional opportunities for teacher leaders while allowing them to continue to have direct responsibility for student learning. This step in the development of the Teacher PGS reinforces the importance of high-quality teachers in every classroom.

Process

Any MCPS employee in the MCEA bargaining unit who hold a “meets standard” evaluation for the last two years may apply for lead teacher status by completing and submitting the Lead Teacher Application (Attachment A). Candidates who are National Board Certified Teachers are exempt from Component 1, and should submit Components 2 and 3 of the application.

- Applications will be submitted using MCPS Careers, and interested candidates can find information about the process under the title “Career Lattice Lead Teacher.”
- Following submission of a complete application, the Career Lattice Panel will review the materials using the rubrics (Attachment B), and notify the candidate of the decision. The panel will seek to provide timely feedback, contingent upon the number of applications that are submitted.

Candidates achieving Lead Teacher status will hold the status for five years, and will have the status designated on the evaluation. Employees who are included in the Peer Assistance and

Review Program will not retain Lead Teacher status.

Salary Supplements

The following supplements are contingent upon final approval of the FY 2015 MCPS Operating Budget.

Supplement for Leadership Positions

- Employees who achieve Lead Teacher status who hold or attain one of the identified positions in a designated school will receive an annual \$2,000 salary supplement (Attachment C).

Supplement for School Improvement Projects

- Employees who achieve Lead Teacher status and work in a designated school (Attachment C) may submit a School Improvement Project proposal (Attachment D). Lead teachers with projects approved by the Career Lattice Project Panel will receive a \$2,000 salary supplement and a \$1,000–\$3,000 project budget for the FY 2015 School Year.

If you have any questions, please contact Mr. Christopher Lloyd, vice president, MCEA, at 301-294-6232, or Mr. Gary G. Barte, vice president, Montgomery County Association of Administrators and Principals, at 301-762-8174.

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