



# 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

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

## **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

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 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:

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## **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.

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