

TO: Members of the State Board of Education

FROM: Carey M. Wright, Ed.D., State Superintendent of Schools

DATE: November 12, 2024

SUBJECT: Educator Career Ladder: Working Time Definition



Executive Summary

The Maryland State Department of Education (MSDE) is requesting the Maryland State Board of Education approve the proposed definitions related to the Working Time requirements of the educator career ladder. These requirements are part of the Blueprint for Maryland's Future's policies elevating teachers and school leaders by making teaching a high-status profession. The proposed definitions will further clarify the requirements for the implementation of the career ladder.

Background and Process

The Blueprint for Maryland's Future legislation establishes an educator career ladder that enables teachers to earn differing levels of responsibility, with commensurate salary increases, as they move up to higher levels on the career ladder. The career ladder achieves these goals by setting the percentage of their total working time that shall be spent teaching in the classroom and the percentage of time spent on other activities. For teachers on level one, two, or three of the career ladder, teachers shall teach in the classroom on average 60% of the teacher's working time and spend the remaining 40% on other activities.

Legislation enacted during the 2024 Maryland General Assembly legislative session, which became effective on June 1, 2024, delegated the responsibility to define and approve further clarification and specification of these provisions to the Maryland State Board of Education. To provide a consistent and equitable implementation of the career ladder across the state, there have been requests for further detailed definitions of how to implement these provisions of the career ladder.

Action Requested

MSDE requests that the Maryland State Board of Education approve the attached proposed definitions related to the teacher working time requirements of the educator career ladder.

Attachments

Board Policy – Educator Career Ladder Working Time Definition.docx

Board Presentation – Educator Career Ladder Working Time Definition.pptx



Maryland

STATE DEPARTMENT OF EDUCATION

Educator Career Ladder: Working Time Definition

Draft Policy

Office of the State Superintendent

December 3, 2024

MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools

Alex Reese

Chief of Staff

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Purpose

The Blueprint for Maryland's Future establishes an educator career ladder that enables teachers to earn differing levels of responsibility, with commensurate salary increases, as they move up to higher levels on the career ladder.

Some of the provisions of the career ladder seek to provide teachers with the opportunity to develop their skills and knowledge by participating in job-embedded professional development as well as provide teachers with the opportunity to identify and work with students who need extra help. The career ladder achieves these goals by setting the percentage of their total working time that shall be spent teaching in the classroom and the percentage of time spent on other activities. For teachers on level one, two, or three of the career ladder, teachers shall teach in the classroom on average 60% of the teacher's working time and spend the remaining 40% on other activities.

Legislation enacted during the 2024 Maryland General Assembly legislative session, which became effective on June 1, 2024, delegated the responsibility in Education Article 6-1002 to define and approve further clarification and specification of these provisions to the Maryland State Board of Education. To provide a consistent and equitable implementation of the career ladder across the State, there have been requests for further detailed definitions of how to implement these provisions of the career ladder. This document outlines a proposed operational definition of working time.

Policy Standard

For the purposes of calculating a teacher's time teaching from their total "working time" as prescribed by law, "working time" shall be defined as the teacher's total contractual number of hours, rounded to two decimal places, during the contractual year in which a teacher performs the duties of their assigned job. If the contract designates non-working time such as a duty-free lunch time, it should not be included in the total working time.

As defined in the Maryland Code, Education Article, §6-1003, a teacher on level one, two, or three of the career ladder shall spend:

- 60% of a teacher's working time, on average, teaching in the classroom.
- 40% of a teacher's working time on other independent and collaborative teacher activities, including, but not limited to:
 - improving instruction;
 - identifying, working with, and tutoring students who need additional help;
 - working with the most challenging students;
 - working with students living in concentrated poverty; and
 - leading or participating in professional learning.

References

This section contains statutory references for the educator career ladder portion of the Education Article.

1. [Education Article §6-1002](#)
2. [Education Article §6-1003](#)

Educator Career Ladder: Working Time Requirements Definitions

November 12, 2024

Presented By |

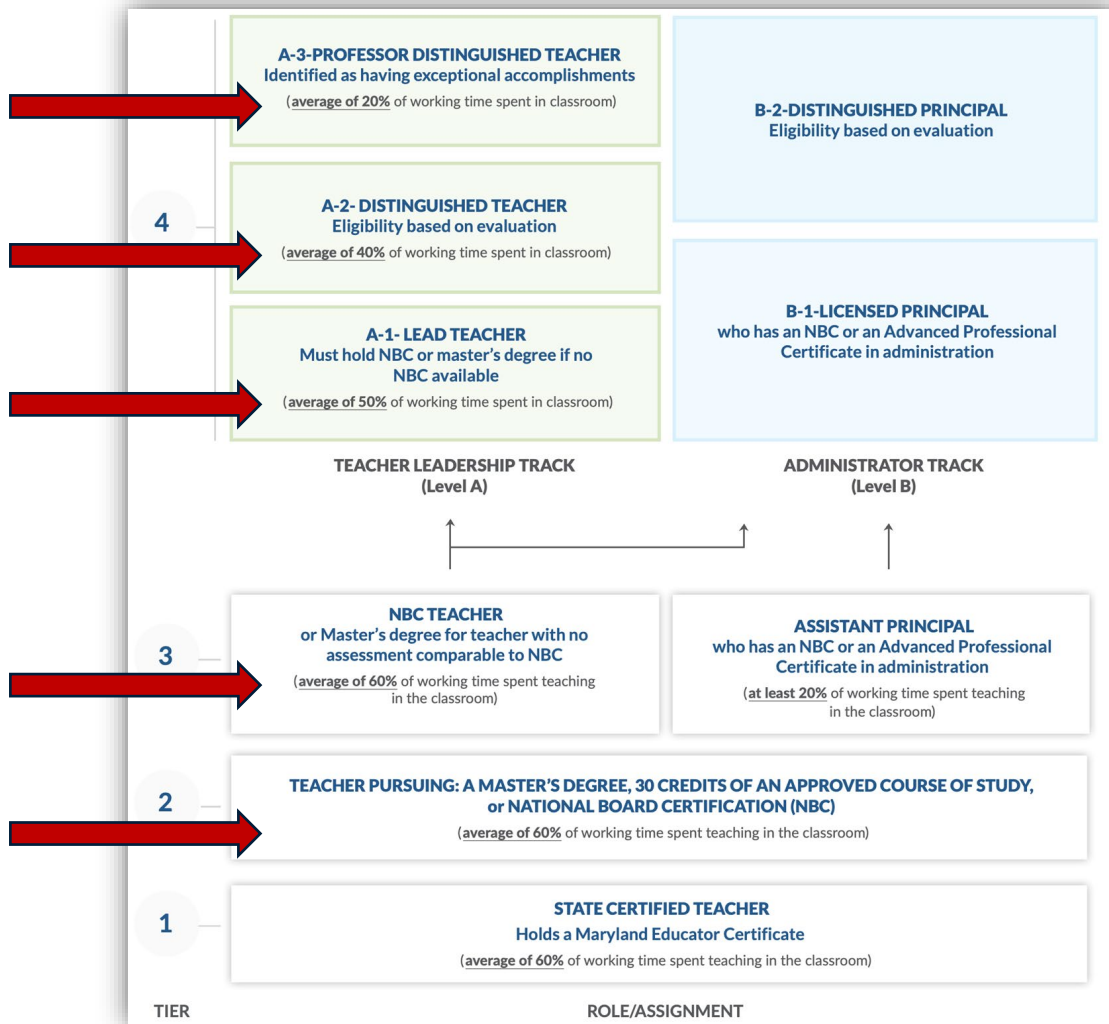
Alex Reese, Chief of Staff

Phil Lasser, Senior Executive Director, Strategic Initiatives

Blueprint: Career Ladder

- The Blueprint establishes an educator career ladder that enables teachers to **earn different levels of responsibility, with commensurate salary increases**, as they move up to higher levels on the career ladder.
- The career ladder seeks to provide teachers with the time to participate in additional **job-embedded professional development** as well as the opportunity to identify and work with students who need extra help, in addition to teaching in the classroom.
- The Blueprint achieves these goals by **setting the percentage of their total working time** that shall be spent teaching in the classroom and the percentage of time spent on other activities.

Blueprint: Career Ladder



As teachers move up the Career Ladder from Level 1 to Level 4:

- the amount of **time they spend teaching decreases**, and
- their **pay increases**.

The Blueprint defines the minimum amount of non-teaching time as 40% for Level 1 teachers.

Level 4 teachers designated as *Professor Distinguished Teachers* spend an average of 80% of their working time on non-teaching activities.

“Working Time” Statutory Requirements

Education Article §6–1003:

... a teacher on level one, two, or three of the career ladder shall:

1. **Teach in the classroom on average 60% of the teacher’s working time;** and;
2. Spend the **remaining time** on other teacher activities, including:
 - (i) Improving instruction;
 - (ii) Identifying, working with, and tutoring students who need additional help;
 - (iii) Working with the most challenging students;
 - (iv) Working with students living in concentrated poverty; and
 - (v) Leading or participating in professional learning.

Education Article §6-1002

The percentages.....shall become effective in phases over an 8–year period beginning July 1, 2025, as specified by a county board on approval of the **State Board**.

Current “Working Time” Definition

- House Bill 1426 of 2024, which became effective on June 1, 2024, delegated the responsibility to define and approve further clarification and specification of these provisions to the Maryland State Board of Education.
- Previous guidance from AIB and MSDE have provided a different definition for how to operationalize the working time requirements.
 - **Previous definition:** *For the purposes of calculating a teacher’s time teaching from their total “working time” as prescribed by law, “working time” shall be defined as the teacher’s total contractual working time during the student day, in hours, in a student year as defined by each district, rounded to two decimal places. If the contract designates non-working time during the school day such as a duty-free lunch time, it should not be included in the total working time.*

Proposed Definition for “Working Time”

*For the purposes of calculating a teacher’s time teaching from their total “working time” as prescribed by law, “working time” shall be defined as the **teacher’s total contractual working time, in hours, in a contractual year**, rounded to two decimal places.*

- If the contract designates non-working time such as a duty-free lunch time, it should not be included in the total working time.
- The key difference between the definition previously provided in guidance and the definition being proposed for adoption as State Board policy is **the inclusion of teachers’ contractual time outside the student school day and year** as part of the 40% designated as non-teaching time.
- This includes full and half-day professional development days before, during, and after the student school year and teacher contractual time before or after the student day.

Proposed Definition for “Working Time”

Under this proposed definition:

- **60%** of a teacher’s working time is spent teaching in the classroom.
- **40%** of a teacher’s working time includes independent and collaborative activities, including, but not limited to:
 - improving instruction;
 - identifying, working with, and tutoring students who need additional help;
 - working with the most challenging students;
 - working with students living in concentrated poverty; and
 - leading or participating in professional learning.

Recommended State Board Action

With the State Board's new responsibility over these specifications, MSDE is requesting the State Board approve the new proposed definitions.

After approval is granted, MSDE will request the State Board further codify these definitions in a Code of Maryland Regulations (COMAR) regulation.

Questions