

# Wichita Public Schools

## Health Room Assistant Career Ladder Guidelines

Range C	Range D	Range E	Range F	Range G	Range H	Range I
<b>Requirements:</b>  High School Diploma or GED	<b>Requirements:</b>  2 Years of Experience as a USD 259 Health Room Assistant  A Total of 100 Approved Career Ladder Credits	<b>Requirements:</b>  3 Years of Experience as a USD 259 Health Room Assistant  An Additional 75 Approved Career Ladder Credits	<b>Requirements:</b>  4 Years of Experience as a USD 259 Health Room Assistant  An Additional 50 Approved Career Ladder Credits	<b>Requirements:</b>  5 Years of Experience as a USD 259 Health Room Assistant  An Additional 50 Approved Career Ladder Credits	<b>Requirements:</b>  6 Years of Experience as a USD 259 Health Room Assistant  An Additional 50 Approved Career Ladder Credits	<b>Requirements:</b>  7 Years of Experience as a USD 259 Health Room Assistant  An Additional 50 Approved Career Ladder Credits

- **Any and all opportunities for Career Ladder reclassification are subject to negotiations.**
- Health Room Assistant working at least 20 hours per week in a permanent position are eligible for career ladder reclassification.
- Entry level for most positions will be Range “C” or below. Due to responsibilities and skills required, some positions may be placed on ranges other than designated entry-level ranges (*Advancement beyond this range will follow Career Ladder requirements*).
- Health Room Assistants may only advance one Range per Career Ladder reclassification opportunity.
- All activities are subject to audit for verification.

### You may earn credits from the following:

- **Professional Development Hours**
  - All PD hours must be documented and approved in MyLearningPlan in order to count towards Career Ladder.
  - Only PD hours accumulated within one contract year may count towards the Career Ladder reclassification following that contract year.
  - 1 approved PD hour in MLP is equal to 1 Career ladder credit.
  - Any PD that occurs during a workday, while the Health Room Assistant is on paid status, will count towards Career Ladder.
  - Health Room Assistants wanting to earn clock hours must be allowed to attend/participate in any scheduled trainings.
  - Completed trainings, conferences, or seminars that are not offered by USD 259 may count towards Career Ladder if they are documented and approved in MLP with a certificate or proof of completion.
- **College Credit Hours**
  - College classes completed and passed with a “C” or better may count towards Career Ladder if they were completed after the start date of a health room assistant position.
  - In order for college credits to count towards Career Ladder, an unofficial transcript from the college or university with final grades listed must be provided to Human Resources.
  - 1 semester college credit hour is equal to 20 approved Career Ladder credits.
  - College credit hours may roll over from year to year if they have not yet been used for credits towards a Career Ladder reclassification.
- **ComPysch (EAP Vendor) Webinars**
  - ComPysch is an Employee Assistance Program offering Webinars that you could take on your own time.
  - Each job relevant Webinar is equal to 1 point on the Career Ladder reclassification.
  - Job relevancy of Webinar will be determined by Human Resources.
  - Only Webinar hours accumulated within one contract year may count towards the Career Ladder reclassification following that contract year.
  - All Webinars must be documented and approved in MyLearningPlan by submitting a Certificate of Documentation in order to count towards Career Ladder.