



Job Banding Career Advancement

Department of Recruitment and Staffing
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 7631 Calhoun Place, Suite 401 • Rockville Maryland 20855

**MCPS Form 336-84
 July 2007**

INSTRUCTIONS: Refer to page 2 for complete instructions.

PART I: ENROLLMENT IN THE CAREER ADVANCEMENT PROCESS

Employee Name _____ Job Title _____ Grade _____

I am interested in and eligible for career advancement.

_____/_____/_____
Signature, Employee *Date*

School Department/Division _____ Supervisor Name _____

I met with this employee regarding career advancement.

_____/_____/_____
Signature, Supervisor *Date*

PART II: COMPLETED REQUIREMENTS FOR CAREER ADVANCEMENT

Requirement	Documentation Provided	Date Completed	Employee Initials	Supervisor Initials
Satisfactory evaluation				
One year at current job level				
Passing grade on test				
Select Two:				
Industry certification				
Portfolio				
Mentoring				
Course work				

PART III: SUPERVISOR REQUEST FOR ADVANCED SALARY

Date all official documentation received. ____/____/____

I verify all criteria for career advancement have been met. This employee will be: **Overtime Eligible** **Exempt** **New Pay Grade** _____

_____/_____/_____
Print Supervisor Name *Signature, Supervisor* *Date*

_____/_____/_____
Signature, Division Director *Date*

_____/_____/_____
Signature, Support Services Coordinator, Department of Recruitment and Staffing *Date*

JOB-BANDING CAREER ADVANCEMENT

Instructions for completing this form: For a complete description of the criteria and required documentation, see the *Guide to Job-banding Career Advancement*.

SUMMARY OF REQUIREMENTS

1. An ITSS cannot enroll in career advancement while involved in the Supporting Services Professional Growth System Peer Assistance and Review process or a special evaluation.
2. Courses used as a chosen option for career advancement must have been completed within the previous two years.
3. Employees must have one year of job experience in their current job to be eligible for career advancement.
4. Required criteria: Test of knowledge and skills (written and practical demonstrations)
5. Other criteria—employees are to select and complete two additional criteria from the following list of options:
 - a. Industry certification related to job responsibilities
 - b. Portfolio with artifacts that demonstrate knowledge and skills
 - c. Mentor verification of knowledge and skills
 - d. Passing grade in a formal class related to job responsibilities
6. All criteria for advancement must be documented.

After the enrollment section is completed and throughout the time the criteria for advancement are being completed, this form is to be kept by the supervisor in the employee's file, along with all copies of the required documentation.

Supervisors: When completing *Part III. Supervisor's Request for Advanced Salary Placement*, please note that ITSS employees in pay grades 18 and 20 are overtime eligible and ITSS employees in pay grades 23 and above are overtime exempt (that is, they are not eligible to receive overtime pay).

Once the form is completed and signed by the division/department director, the original form is to be submitted to the support services coordinator, Department of Recruitment and Staffing. A copy of the form and all documentation are to be retained in the employee's file by the supervisor.

Each time this form is updated, a photocopy shall be provided to the employee.

For the career advancement grade change and one-step pay increase, the effective date will be the pay period following the date of the supervisor's signature.