

Paraeducator Pay Promotion

All new Paraeducators are hired at a Grade 12 and have the opportunity to promote to a Grade 13 after meeting the following criteria:

- Take the required number of training hours from trainings listed on the Professional Development Online (PDO) System.
- Successfully complete your six-month probationary period.

You must notify Ms. Sally Murek, Coordinator, Paraeducator program, Office of the Chief Academic Officer, once you complete the requirements.

Courses to Complete Training Requirements

Paraeducator Career Ladder = 18 hours

You need to have completed your six-month probationary period, or be close to completing it, to take this course. TPT paras are not eligible to take this course.

PLUS

18 hours of additional training

Additional trainings may include any trainings registered for in PDO except for mandatory online safety trainings and compliance trainings.

These are trainings all staff must take every year.

(TPT paras may take any trainings except for the Para Career Ladder course.)



For the promotion to occur, please send the following information in an e-mail to Sally_R_Murek@mcpsmd.org. The "Subject" line should state, **Para Pay Promotion**.

- Name
- Employee ID Number
- Hire date into a permanent paraeducator position
- Current work location
- Electronic copy of PDO transcript

If you need assistance with your date of hire, please call the Department of Recruitment & Staffing at 301-279-3940.

Please note: The pay promotion will take effect one pay cycle from when your e-mail is received by Ms. Murek.