

Paraeducator Pay Promotion

All new Paraeducators are hired at the lower grade for their position level and have the opportunity to promote to the position's higher grade level 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, Paraeducator program manager, Department of Professional Learning, once you complete the requirements.

Courses to Complete Training Requirements

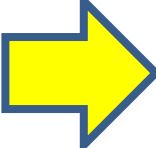
Paraeducator Career Ladder course = 18 hours

*You should be near to completing your six month probationary period before taking this course so you will have working knowledge of the para position.
TPT paras are not eligible for 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 Talent Acquisition at 240-740-8015.

Please note: The pay promotion will be reflected in your paycheck two pay cycles from when your e-mail is received by Ms. Murek.