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.*