AIMS K-12 College Prep Charter District

AIMS Board Meeting

Date and Time

Thursday July 10, 2025 at 6:00 PM PDT

Location

171 12th Street, Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting
https://us02web.zoom.us/j/6614266860?pwd=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09
Meeting ID: 661 426 6860
Passcode: Pu2kiv

One tap mobile
+12532050468,,6614266860#,,,,*071330# US
+12532158782,,6614266860#,,,,*071330# US (Tacoma)

Meeting ID: 661 426 6860
Passcode: 071330
Find your local number: https://us02web.zoom.us/u/kb9RJj161W

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment i n, its programs or activities. Ahsjanae Hutchings has been designated to receive requests for disability-related m odifications or accommodations in order to enable individuals with disabilities to participate in open and public m eetings at AIMS. Please notify Ahsjanae Hutchings at (510) 504-6898 at least 24 hours in advance of any disabil ity accommodations being needed in order to participate in the meeting.

Click To Submit Public Comment

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Ahsjanae Hutchings has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Ahsjanae Hutchings at (510) 504-6898 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:00 PM**
	Opening Items			
A.	Call the Meeting to Order		Jaime Colly	
B.	Record Attendance and Guests	Vote	Ahsjanae Hutchings	1 m
C.	Adoption of Agenda	Vote	Jaime Colly	1 m
D.	Public Comment on Agenda Items			4 m
	Public comment on agenda items is set aside for members of the public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and the total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**			
E.	Public Comment on Non-Agenda Items			4 m
	Public comment on non-agenda items is set aside for members of the public to address the items not on the Board's agenda. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per**			

		Purpose	Presenter	Time

person, and the total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).

II.	**Information (Non-Action) Items**			**6:10 PM**
A.	President's Report	FYI	Jaime Colly	3 m
B.	Board Report	FYI	Megan Sweet	5 m
C.	Staff Reports	FYI	Suzen Chu	10 m
III.	**Action Items**			**6:28 PM**
A.	5/22 AIMS BOD Meeting Minutes	Discuss	Kimi Kean	5 m
B.	Approve Mueller Investigations Contract	Vote	Jimmie Brown	5 m
C.	ACOE MOU Update	Discuss	Megan Sweet	5 m
D.	Data Framework Update	Discuss	Wesley	5 m
E.	Job Descriptions	Vote	Tiffany Tung	15 m

Chief Academics Officer: Chief Academics Officer
Chief Operations Officer: Chief Operations Officer JD
MTSS Director: MTSS Director JD
Director of Operations: Director of Operations JD
Director of Enrollment: Director of Enrollment
Manager of Data & Performance: Manager of Data & Performance JD
Community School Manager: Community School Manager JD Reclass
Head of School K-8: Head of School K-8 JD
Head of School 9-12: Head of School 9-12 JD

F.	Board Leadership- Nomination Committee	Discuss	Kimi Kean	5 m
IV.	**Closed Session**			**7:08 PM**
A.	Public Comment on Closed Session Items	FYI		5 m

Public comment on closed session items is set aside for members of the public to address items on the Board's agenda for closed session. The Board of Directors will not respond to or take action in response to public comment, except that the Board

		Purpose	Presenter	Time
	may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and a total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**			
B.	Recess to Closed Session	FYI	Kimi Kean	5 m
	Pursuant to the Brown Act (Government Code Section 54957.6), the following items will be discussed in closed session: **1.Conference with Legal Counsel- Anticipated Litigation (Gov. Code Section 54956.9)** Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 2 Matters **2. Public Employment** Gov. Code section 54957 - Title: Interim Executive Director (Jumoke/Chris are the point people) Gov. Code section 54957 - Title: Superintendent - (Jaime/Kimi provide update on Supe negotiations)			
C.	Report from Closed Session	FYI	Jaime Colly	2 m
V.	**Closing Items**			**7:20 PM**
A.	Adjourn Meeting	FYI	Chris Edington	
B.	NOTICES	FYI	Ahsjanae Hutchings	
	The next regular meeting of the Board of Directors is scheduled to be held on Tuesday August 26th, 2025, at 6:45 pm. AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting. **I, Ahsjanae Hutchings, hereby certify that I posted this agenda on the AIMS website at www.aimsk12.org, on or before June 22nd, 2025 before 6:45 PM.**			

	Purpose	Presenter	Time

Certification of Posting

Coversheet

Approve Mueller Investigations Contract

Section: III. Action Items
Item: B. Approve Mueller Investigations Contract
Purpose: Vote
Submitted by:
Related Material: MIS W-9 6_25.pdf
MIS Service Agreement 2025 Final.pdf
Vendor Guide and Terms (MIS).pdf

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Simone M. Mueller

2 Business name/disregarded entity name, if different from above.

Mueller Investigative Services, LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☑ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

2647 Gateway Rd. Suite 105, #116

6 City, state, and ZIP code

Carlsbad, CA 92009

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

8	6	–	2	5	6	-	3	3	6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** SM **Date** June 25, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

INVESTIGATIVE SERVICES AGREEMENT

This Agreement is entered into on Monday, June 30, 2025, by and between Mueller Investigative Services, LLC, (California License Number 27441) located at 2647 Gateway Road, Suite 105, #116, Carlsbad, CA 92009, telephone number (714) 912-6422 (herein referred to as "AGENCY"), and American Indian Model Schools DBA AIMS K12 College Prep Charter District with an address of 171 12th Street, Oakland, CA 94607 (herein referred to as "**AIMS**" or "CLIENT". AGENCY & **AIMS** understand that **AIMS** is solely responsible for and agrees to pay any fees and costs related to this contract.

SCOPE OF WORK:
AGENCY will conduct an investigation and interviews of CLIENT employees and other related individuals as deemed necessary and will prepare a comprehensive report with findings of fact to CLIENT. The parties hereby agree that the actual time and manner in which the following investigative services are conducted shall be left to the sole discretion of the AGENCY. CLIENT understands that the amount and accuracy of the information provided by AGENCY is limited to the resources allocated by the CLIENT either based on limited authorized hours and/or funds.

RETAINER:
AGENCY requires a retainer in the amount of $**1000.00** from CLIENT before investigative services will commence. This retainer will be applied to CLIENT's investigative services invoice. CLIENT agrees to pay AGENCY upon receipt and without delay the full amount billed on AGENCY'S invoice for services within thirty (30) days of invoice receipt. An interest charge of one percent (5%) per month will be assessed on invoice balances that are more than thirty (30) days past due.

RATES:
The hourly rate for investigative services is billed to CLIENT at $145.00 per hour/per investigator, with a four (4) hour minimum per investigator per on-site investigative day. The hourly rate for telephone and/or personal interviews, inquiries, background investigations, on-line investigations, internet and/or email investigations, computer database research, business/corporate record searches, report writing, investigator travel time and CLIENT conferences and/or communications shall also be billed at $145.00 per hour/per investigator. CLIENT agrees that AGENCY may assign this agreement to a sub-contractor, in part or whole, to complete this assignment but, at all times, AGENCY will continue to meet the terms and conditions of this agreement. Monthly progress invoicing will be billed at the end of the first full month of service and then on a monthly basis until service is completed.

SPECIALIZED SERVICES:
CLIENT authorizes AGENCY to utilize the assistance of specialized investigators during the course of this investigation which may not be employees of AGENCY (Computer Forensic Investigators, Forensic Accountants, Expert Witnesses, etc.) should AGENCY deem such services necessary to properly execute said investigation. CLIENT understands that these specialized services may be billed at rates in excess of those specified in this agreement and hereby authorizes AGENCY to arrange such specialized services if deemed necessary and appropriate during this investigation. AGENCY reserves the right to request fees in advance from CLIENT for these specialized services if deemed necessary. Specialized services rates will be determined if need arises.

APPEARANCES / SUBPOENAS:
CLIENT agrees to compensate the AGENCY at the then prevailing standard hourly rate for each subpoenaed AGENCY employee or subcontractor, for any subpoena requests, court appearances, depositions, lawsuits, and/or interviews prior to or subsequent to the completion of the investigation, whether under order of subpoena or not and regardless of the party issuing the subpoena and/or requesting the appearance. The fee

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for any of these requested appearances will be the per hour rate, per AGENCY employee or subcontractor, plus expenses, with a four (4) hour minimum per AGENCY employee or subcontractor, per day. Appearance fees may be requested in advance by AGENCY. Any retainer for said appearance must be received seven (7) days prior to scheduling the AGENCY employee(s) and/or subcontractor(s) for said appearance. AGENCY shall not be responsible for delays or cancellations. Forty-eight (48) hours' (business day) notice is required in the event of any cancellation; otherwise, CLIENT's account will be invoiced for each AGENCY employee and/or subcontractor for each day or portion of each day scheduled.

The obligation of CLIENT to pay AGENCY for services rendered is an obligation solely of CLIENT and is in no way contingent on (1) Any particular result or outcome of the investigation or (2) CLIENT being satisfied with the results or outcome of the investigation. AGENCY does not negotiate its rates after the fact. If a capped or do-not-exceed provision is requested, it must be explicitly outlined, in writing, as part of this agreement.

EXPENSES:
CLIENT recognize that AGENCY will likely incur expenses directly associated with conducting said investigation. As such, CLIENT shall be responsible for all reasonable expenses, including, but not limited to airfare, lodging, vehicle rental fees, tolls, parking, overnight accommodations, meals, admission fees, videotapes, CD's, DVD's, photographic film and processing, long distance telephone charges, public/private transportation, confidential source fees or any unforeseen expenses necessary to acquire information and complete the investigation. Daily per-diem for food on overnight assignments is $60.00 per investigator. CLIENT also recognizes that, on occasion, AGENCY may incur travel delays outside of AGENCY's control. One example would involve AGENCY's personnel being delayed due to vehicle or airplane mechanical or weather issues if AGENCY's investigative services involve travel outside of AGENCY's local area. Should such delay occur, AGENCY personnel will make every effort to make secondary arrangements to timely complete the travel. CLIENT hereby recognizes its responsibility to compensate AGENCY for all expenses and costs (overnight hotel stay, food, extended investigative travel time, etc.).

CANCELLATION:
CLIENT acknowledges that AGENCY has to schedule, in advance, AGENCY's assignments in order for its employees and/or contractors to be available to perform investigative services for CLIENT and for AGENCY's other clients. CLIENT further understands that, once scheduled, AGENCY's employees and/or contractors cannot be quickly rescheduled to other clients.

CLIENT agrees that the following provisions shall apply to all fees due from CLIENT under this agreement:

1. In the event that no retainer is collected, then the services provided will be billed by invoice and due upon receipt of said invoice. CLIENT forfeits all rights to reports, evidence, photographs, video, information and other related items if invoices are not paid within terms.

2. All outstanding fees are due immediately at the completion of this assignment, or upon either the CLIENT or AGENCY's determination that no further action can be taken to complete this assignment.

3. AGENCY reserves the right to require payment in advance for excessive investigative expenses.

CLIENT INTERFERENCE:
CLIENT acknowledges that any interference in this investigation by CLIENT or by CLIENT's friends, relatives, agents, associates, or employees will jeopardize the ability of the AGENCY to provide the services promised under this agreement. CLIENT agrees not to interfere in any manner whatsoever, instruct or cause anyone else to interfere, directly or indirectly, while AGENCY is in the course of this investigation. CLIENT

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understands and agrees that, in the event anyone other than AGENCY participates in this investigation, AGENCY will immediately terminate all assignment
activity.

Upon termination due to CLIENT interference, CLIENT will immediately pay AGENCY any outstanding balances owed.

DISCLAIMER:
CLIENT expressly acknowledge that AGENCY'S fees for services are NOT contingent on the outcome or results of the above referenced investigation. AGENCY makes no warranties or guarantees of any kind, express or implied, as to the results of this investigation. CLIENT agrees and understands that it is paying solely for the time expended by AGENCY. No illegal or unethical services will be knowingly provided by AGENCY and CLIENT certifies that he/she/it is not knowingly requesting any illegal services. AGENCY reserves the right to decline or terminate, with or without advance notice, any assignment it deems to be illegal or unethical or in AGENCY's sole opinion detrimental to the AGENCY. AGENCY will perform services in compliance with all state and federal laws, regulations, and best practices.

CLIENT understands that the results of this investigation are not guaranteed and are limited by both the time and financial resources allocated to AGENCY by CLIENT. Furthermore, CLIENT understands that the information obtained, and outcome of this investigation may not be that which is desired or in favor of CLIENT.

REPORTS:
AGENCY will generate a written report of the investigation in a timely manner at the completion of the investigation given the CLIENT's financial account is not in arrears. Report writing will be billed at the agreed upon investigation hourly rate above for report writing time. For purposes of billing, investigative reporting may include all narrative information (such as witness interviews and factual findings) but shall not include any material not originally drafted by AGENCY, including exhibits and excerpts of documentation. Every reasonable effort will be made to ensure that the quality of the information contained within the report is accurate. However, AGENCY will not be responsible for information contained within any database reports used in the formation of the investigative report which AGENCY has no control over the content.

Original audio or videotapes, photo images, original notes or documents obtained or created during the course of the investigation are considered work product, will not be released to CLIENT and will remain the exclusive property of AGENCY, unless needed by CLIENT for litigation or administrative proceedings, or as otherwise required by law. Such records will be retained for no longer than seven (7) years from the date the investigation is terminated, or during any period that litigation or administrative action is threatened or pending, whichever is longer, or as otherwise required by law. AGENCY shall have the right to destroy such records after the above referenced period but will first provide thirty (30) days' advance written notice to CLIENT of AGENCY's intent to destroy such records. Except as otherwise stated above, only the final written report will be released to CLIENT or other legally permissible party. Further, until such time as AGENCY's reasonable and documented invoice for investigative services is paid in full, AGENCY owns all rights to the investigative report and its content.

CLIENT are hereby advised that AGENCY does not retain original documents submitted during the course of the investigation. All documentary evidence received during this investigation will be scanned, digitally archived as evidence, and shredded by AGENCY at the conclusion of this investigation unless CLIENT specifically notifies AGENCY in writing at the start of this investigation to retain specific documents.

ACCURACY OF INFORMATION SOURCES:

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Database search reports are performed strictly by the information provided on the subject by the CLIENT. Any error in spelling, format or sequence of letters, words or numbers can result in wrong information on the subject. Data is supplied from different private sources, computer systems, public information facilities, government open record institutions and might also contain confidential source information. All attempts are made to maintain the integrity of this data. AGENCY cannot be held liable for inaccuracies contained in public record information or databases accessed.

Furthermore, information has been gathered from sources and individuals deemed reliable by AGENCY; however, no guarantee, warranty, or other representation is made as to the accuracy of information received from third parties, or its suitability for any particular purpose. If the information reported is not "Original Source" information, it is strongly recommended that any information gathered be cross-referenced with "Original Source" information.

RESPONSIBLE USE OF INFORMATION:
AGENCY is NOT a Consumer Reporting Agency (CRA). AGENCY promotes the responsible use of the information that it provides and reserves the right to withhold information for which AGENCY deems is outside the scope of a permissible purpose or otherwise defined by state and federal law and/or regulation. "Confidential Information" shall not include such information as is or becomes part of the public domain through no action of AGENCY. CLIENT are responsible to safeguard the information provided from unauthorized third-party disclosure as defined by the Gramm-Leach-Bliley Act (GLBA), Fair Credit Reporting Act (FCRA), Fair and Accurate Credit Transactions Act (FACTA), Drivers Privacy Protection Act (DPPA) and Right to Financial Privacy Act (RFPA), and applicable state and federal laws and regulations. It is incumbent upon CLIENT and his/her representatives to be fully knowledgeable about such laws and regulations and/or seek legal counsel prior to dissemination of reported information.

Furthermore, CLIENT affirms that any information requested and/or learned during the investigation is not to be used for harassment, stalking, intimidation, threatening or any other unlawful and/or illegal purpose(s).

AGENCY reserves the right to refuse service to CLIENT for any issue of security, safety, unlawful, unethical, or immoral reasons. CLIENT further represents that the information provided by the AGENCY shall be used in a lawful manner.

CONFIDENTIALITY:
All investigative findings furnished to CLIENT are exclusively for CLIENT'S own use. CLIENT agrees to restrict the dissemination of said findings ONLY to third parties who have a legitimate need to know, and/or authorized by law. CLIENT will hold AGENCY harmless from damages, losses, cost or expenses, including attorney fees, suffered or incurred in connection with arising out of claims based on investigative findings provided to CLIENT, and for which CLIENT fails to keep strictly confidential. AGENCY will keep findings strictly confidential and will not disseminate or release any findings to third parties unless authorized IN WRITING by the CLIENT, or court ordered.

Each Party shall indemnify, defend and hold harmless the other Party, its officers, employees, and agents from and against any and all liability, whether actual or alleged, for any claim, harm, injury, damage, expense, including but not limited to reasonable attorneys' fees, loss, or action (collectively as "claims"), arising out of or relating to this Agreement but only in proportion to and to the extent that such claims were caused by or resulted from the acts or omissions of the indemnifying Party, its officers, employees, or agents.

AGENCY reserves the right to notify the appropriate law enforcement or other authority of any situation discovered, if, in AGENCY's opinion or on-scene assessment, such situation poses a serious risk, danger or other emergency to persons or property.

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GOVERNING LAW:
This Agreement shall be governed by the laws of the State of California CLIENT hereby agrees that in the event of any litigation regarding fees owed to AGENCY, that jurisdiction and venue shall be in Orange County, California.

The entire Agreement of both parties is expressed in this document and no verbal understandings, agreements or other documents shall alter, modify, or change the terms of this contract. This agreement is binding for the benefit of and upon the parties hereto, their heirs, executors, assigns, legal representatives, and successors. As to terminology context in this agreement, singular shall mean plural and vice-versa. Terms used in the male gender serve as function words and do not denote a specific gender but CLIENT as an individual or entity. CLIENT has had the opportunity to read this Agreement in full and the option to have it reviewed by an attorney or legal counsel of his/her choice. Having no unanswered questions, CLIENT hereby authorizes this investigation and agrees to all the terms and conditions listed herein.

ACKNOWLEDGEMENT:
A signed copy or a signed facsimile of this retainer agreement will be valid as an original.

AGREED BY THE PARTIES HERETO:

By:

_____ June 30, 2025	_____ June 30, 2025
Simone Mueller, Owner Date	**Jimmie Brown** Date
Mueller Investigative Services, LLC	Interim Co-Executive Director
CA License # 27441	_____
	Print Name of Authorizer

VENDOR GUIDE
WITH REQUIRED TERMS AND CONDITIONS
AIMS K-12 COLLEGE PREP

Vendor Guide to Purchasing Policies and Procedures

Aims K-12 College Prep
171 12th Street
Oakland, CA 94607
http://www.AIMSK12.org

VENDOR GUIDE
WITH REQUIRED TERMS AND CONDITIONS

Introduction

The purpose of this guide is to explain how a vendor may contract with the AIMS K-12 College Prep and its affiliated schools: AIMS Middle College Prep; American Indian Public Charter II and AIMS K-12 High.

Purchasing Policy

The District contracts with vendors for the purchase of goods via purchase orders which must be properly numbered, authorized and signed by the District's Facility/Purchasing Department. This is the only document by which the District contracts with vendors for the purchase of goods. The Facility/Purchasing Department is the only entity authorized to sign and issue purchase orders. The purchase order is the District's contract with the vendor. Therefore, any change to the purchase order must be in writing and authorized by the Superintendent.

PLEASE NOTE: ALL PURCHASE ORDERS MUST BE ACCOMPANIED BY AN EXECUTED COPY OF THE TERMS AND CONDITIONS ATTACHED HERETO AS EXHIBIT 1.

Vendor Contacts

The District urges vendors to deal directly with the District Leadership on all purchasing related matters, including sales calls, sales presentations, promotions, catalog distributions, returns, exchanges and substitutions. Vendors may not make sales calls directly at school sites. The District must adhere to bidding and competitive selection procedures. Vendors must first contact the Director of Health and School support and the Superintendent of Schools direction prior to making any sales presentations.

Basis for Award

The District seeks to develop maximum competition for all purchases and to award contracts based on the lowest cost to the District by a responsible vendor presenting the most advantageous proposal to the District.

Formal bidding procedures are required for the purchase of materials and/or services exceeding amounts specified by law. Bid limits are subject to change on a yearly basis.

Informal quotes, bids or proposals for goods and/or services may be requested and received in writing by mail, e-mail and facsimile. Informal bids apply to purchases below the formal bid limits required by law.

Gifts and Gratuities

The District maintains a strict policy prohibiting the acceptance by its employees of gifts and/or gratuities from any vendor or potential vendor. However, this policy does not preclude employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office supplies which are offered free to all as part of a public relations program.

VENDOR GUIDE
WITH REQUIRED TERMS AND CONDITIONS

EXHIBIT 1

TERMS AND CONDITIONS

DEFINITIONS

- AIMS K-12 College Prep shall be hereinafter referred to as the "District" and the vendor/supplier shall be hereinafter referred to as "Vendor."

- The purchase order approved by the District's Governing Board and issued by an authorized representative of the District's Purchasing Department and these Terms and Conditions are hereinafter referred to as the "Agreement."

HOLD HARMLESS AND INDEMNIFICATION LANGUAGE

- Vendor agrees to indemnify and hold harmless District, its officers, agents, employees and volunteers from any and all loss, costs and expense including legal fees, or other obligations or claims, arising directly or indirectly out of any liability or claim of loss or liability for personal injury, bodily injury to persons, contractual liability and damage to property, or any other loss, damage, injury or other claim of any kind or nature, arising out of the activities, omissions to act or negligence of Vendor and/or Vendor's officers, agents, independent contractors, subcontractors or affiliated entities and/or their employees, agents and representatives, whether such activities, omissions to act, negligence or intentional conduct is or was authorized by this Agreement or not.

- Vendor further agrees to pay or cause to be paid for any and all damage, or loss or theft to the property of the District arising out of the performance of services, omissions to act, or negligence of Vendor. District assumes no responsibility whatsoever for any property placed on the District premises. Vendor agrees to waive all rights of subrogation against District. Notwithstanding the foregoing, Vendor shall not be responsible for indemnification for claims or losses caused solely by the negligence of the District.

INSURANCE

- Vendor covenants and agrees to provide general liability, automobile liability (if driving on District sites), products and completed operations, property damage and errors and omissions insurance in an amount of not less than $1 million per claim or occurrence. Proof of Workers' compensation coverage evidencing statutory limits and Employers' Liability limits evidencing not less than $1 million. Vendor further agrees to provide all insurance coverage as required to conduct business with the District. Vendor agrees to provide the District with proof of insurance evidencing required insurance coverage at least 30 days prior to commencement of services under this Agreement and name the District as an additional insured on the general liability and automobile liability (if driving on District premises) coverage. Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice to the District.

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VENDOR GUIDE
WITH REQUIRED TERMS AND CONDITIONS

LIMITATION OF PAYMENTS

- Prices and amounts shown herein are the maximum amounts authorized for payment under this Agreement (excluding any handling/delivery charges unless specified herein).

PAYMENT TERMS

- Net-30 days.

INVOICES

- Separate invoices are required for each purchase order. Invoices shall be submitted in triplicate, unless otherwise specified, and shall contain the following information: purchase order number, item number, item description, quantity, unit price and extended totals for items delivered. Sales tax, where applicable, shall be shown separately. Handling/delivery charges shall be identified in accordance with General Provision #6 in the purchase order. Failure to enter the above information on the invoice shall cause a delay in payment.

VARIATION IN QUANTITY

- No variation in the quantity of any item called for by this Agreement shall be accepted, unless agreed to and specified elsewhere in this Agreement.

DISCOUNTS

- In connection with any discount offered, the discount period shall begin on the date of delivery and acceptance at destination, and/or the date the correct invoice is received in the District's Accounts Payable office, and/or on the date that final approval for payment is authorized if an adjustment in payment is necessary due to damage, whichever is later. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the warrant.

SHIPPING

- Unless otherwise specified, all goods are to be shipped prepaid, F.O.B. destination. Where specific authorization is granted to ship goods F.O.B. shipping point, the Vendor shall prepay all shipping charges, route goods by the cheapest way (unless authorized to ship by other means), and bill the District for the actual handling/delivery charges paid. Invoice containing handling/delivery charges shall include either the original or a copy of the prepaid bill of lading. Claims for handling/delivery charges which are not properly supported will not be paid. This does not apply to U.S. Mail or U.P.S. charges.

INSPECTION AND ACCEPTANCE

- Inspection and acceptance will be at destination, unless otherwise provided. Regardless of the F.O.B. point, the Vendor agrees to bear all risk of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery; and such loss, injury, or destruction shall not release the Vendor from an obligation hereunder.

VENDOR GUIDE
WITH REQUIRED TERMS AND CONDITIONS

PACKAGING

- All items shall be prepared and packed for shipment in a manner that will prevent damage in transit. The District is not liable for extra charges for packing or cartage unless specified elsewhere in this Agreement. Vendor shall mark the purchase order number on each container.

CAL-OSHA

- The Vendor certifies, by shipment, that all equipment furnished under this Agreement meets or exceeds applicable CAL-OSHA codes. Material Safety Data Sheets (MSDS) need to accompany all applicable chemicals.

WARRANTY

- The Vendor agrees that all supplies, equipment, or services furnished under this Agreement shall be covered by the most favorable commercial warranties the Vendor provides any customer for such supplies, equipment, or service, and that the rights and remedies provided therein are in addition to and do not limit any rights afforded to the District by any other provision of this Agreement.

EXCUSABLE DELAYS

- The Vendor shall be excused from performance hereunder during the same time and to the extent that he is prevented from obtaining, delivering, or performing by acts of God, fire, strike, lockout, or commandeering of materials products, plants, or facilities by the government, when satisfactory evidence thereof is presented to the District, provided that it is satisfactorily established that the non-performance is not due to the fault of the party not performing.

INDEPENDENT CONTRACTOR

- While providing the supplies or services ordered herein, the Vendor shall be and act as an independent contractor. Vendor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation.

DEFAULT BY VENDOR

- Failure to comply with any of the terms and/or conditions of this Agreement shall constitute default by the Vendor.

TERMINATION BY DISTRICT

- District may, at any time, with or without reason, terminate this Agreement and compensate Vendor only for goods and services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Vendor. Notice shall be deemed given when received by the Vendor or no later than three days after the day of mailing, whichever is sooner.

VENDOR GUIDE
WITH REQUIRED TERMS AND CONDITIONS

ASSIGNMENT OF PURCHASE ORDER

- The Vendor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations without the prior written consent of the District.

COMPLIANCE WITH LAWS

- The Vendor shall observe and comply with all rules and regulations of the Governing Board of the District and all federal, state, and local laws, ordinances and regulations.

CERTIFICATES/PERMITS/LICENSES

- The Vendor and all Vendor's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of goods or services pursuant to this Agreement.

NO RIGHTS IN THIRD PARTIES

- This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

LIMITATION OF DISTRICT LIABILITY

- Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

CALIFORNIA LAW

- This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Alameda County, California.

WAIVER

- The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

SEVERABILITY

- If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

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VENDOR GUIDE
WITH REQUIRED TERMS AND CONDITIONS

SIGNATURE AUTHORITY

- Vendor has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of the Vendor has been properly authorized and empowered to enter into this Agreement.

IN WITNESS WHEREOF, the Vendor hereto has executed this Agreement on the date indicated below.

Vendor: Mueller Investigative Services, LLC

Date: July 7, 2025

Signature: SM

Print Name: Simone Mueller

Title: President/Owner

Information regarding Vendor:

License No.: 27441

Address: 2647 Gateway Rd Ste 105, #116

Carlsbad, CA 92009

Telephone: (714)912-6422

Facsimile: _____

E-Mail: MuellerPIServices@gmail.com

Type of Business Entity:

____	Corporation, State:		
____	Individual	____	Sole Proprietorship
____	Partnership	____	Limited Partnership
X	Limited Liability Company	____	Other: _____

*Federal Code of Regulations sections 6041 and 6209 require non-corporate recipients of $600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is

VENDOR GUIDE
WITH REQUIRED TERMS AND CONDITIONS

applicable.

Coversheet

Job Descriptions

Section: III. Action Items
Item: E. Job Descriptions
Purpose: Vote
Submitted by:
Related Material: _Head of School 9-12 JD.docx.pdf
Head of School K-8 JD.docx.pdf
MTSS Director JD.docx.pdf
Community School Manager JD Reclass.docx.pdf
_Manager of Data & Performance JD .docx.pdf
Director Of Enrollment JD.docx.pdf
_Director Of Operations JD.docx.pdf
Chief Operating Officer (COO) JD.docx.pdf
Chief Academic Officer (CAO) JD.docx.pdf

AIMS K-12 College Prep Charter District

Title: Head of School 9-12

Category: Classified Management

Work Year: 12 months

Employment Type: Fulltime

Starting Range: $115,000- $122,056.81

FLSA: Exempt

Supervisor: Chief of Academics

JOB GOALS: This role involves leading the school's academic program, managing daily operations, and ensuring the school's mission and vision are implemented. The Head of Schools 9-12 also oversees personnel, manages the budget, school site federal, state and local plans and often plays a key role in student safety, fundraising and community engagement.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

1. Educational Leadership

• Implements a high-quality, rigorous, safe, data-driven highschool program that is consistent with AIMS K-12 mission and vision.
• Sets ambitious school goals for student achievement and performance and holds staff members accountable for achieving results in alignment with Alameda County Education and Local authorizers.
• Develops, oversees, and continual evaluates and improves the school's instructional model and curriculum.
• Models high quality instruction and provides frequent coaching for instructional staff.
• Uses data to inform practice and drive decision-making and instruction at the school

2. Legal compliance

• Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations for all school site academic and operational requirements.

3. Mission, policy and planning

• Works with Board to oversee the growth of the school to ensure Charter petition and MOU is met.
• Helps the Board determine the school's vision, overall direction, and short- and long-term goals.
• Oversees the charter renewal and site visit process and development of the school's Annual Report.

• Develops, implements, and ensures adherence to the school's accountability plan.
• Keeps the Board fully informed on the condition of the school and on all the important factors influencing it.

4. Management and administration
• Creates and sustains an environment of mutual respect, high standards, safety, and support for learning.
• Provides general oversight of all school activities, manages the day-to-day operation of the school,ensures school safety by tracking and monitoring best practice of safety. Attends extended school back to school night, summer enrichment, and orientations throughout the school year for family and staff engagement.
smoothly functioning, efficient organization through coordination with Board, committees, staff and volunteers.
• Ensures that the MTSS and Chief of Academics and Chief of Operations has the necessary resources and expertise to lead the school's educational/operational program.
• Ensures that the Chief of Operations has the resources to effectively oversee all operational aspects of the school.
• Recommends staffing and financing to the Chief of Academics and Chief of Operations. In accordance with Board action, negotiates professional contracts
• Evaluates and supervises members of the Leadership Team and supervises evaluation of all members of the staff.

5. Governance
• Helps the Board establish role and accountabilities for the Board, its committees and members and helps evaluate performance regularly.
• With the Board Chair, develops agendas for meetings so that the Board can fulfill all its responsibilities effectively.

6. Finance
• Works with the Director of Operations and Finance Committee to develop and implement an annual operating budget based on tuition revenue and public entitlement grants.
• Works with the CFO, COO to ensure Board to ensure financing to support short- and long-term goals.

QUALIFICATIONS:

- Preferred Administrative Credential but not required
- Bachelor's degree in Education or a related field required
- Preferred Master's degree in leadership or education preferred not required
- 3 years of successful teaching
- 3 years of Administrative experience in the educational environment.
- Experience in working with 9th-12th students
- Valid California Driver's License
- Fingerprinting & Tuberculosis test

KNOWLEDGE AND ABILITIES:

- Possess excellent organizational skills, interpersonal skills to navigate and support teachers
- Able to manage complex tasks efficiently and effectively;
- Possess an adept understanding of academic standards and teaching practices, as well as have a strong knowledge of safety guidelines; leadership skills, and change management

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

Title: Head of School K-8

Category: Classified Management

Work Year: 12 Months

Employment Type: Fulltime

Starting Range: $115,000- $122,056.81

FLSA: Exempt Exempt

Supervisor: Chief of Academics

JOB GOALS: This role involves leading the school's academic program, managing daily operations, and ensuring the school's mission and vision are implemented. The Head of Schools K-8 also oversees personnel, manages the budget, school site federal, state and local plans and often plays a key role in student safety, fundraising and community engagement.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

1. Educational Leadership

• Implements a high-quality, rigorous, safe, data-driven elementary and middle that is consistent with AIMS K-12 mission and vision.

• Sets ambitious school goals for student achievement and performance and holds staff members accountable for achieving results in alignment with Alameda County Education and Local authorizers.

• Develops, oversees, and continual evaluates and improves the school's instructional model and curriculum.

• Models high quality instruction and provides frequent coaching for instructional staff.

• Uses data to inform practice and drive decision-making and instruction at the school

2. Legal compliance

• Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations for all school site academic and operational requirements.

3. Mission, policy and planning

• Works with Board to oversee the growth of the school to ensure Charter petition and MOU is met.

• Helps the Board determine the school's vision, overall direction, and short- and long-term goals.

• Oversees the charter renewal and site visit process and development of the school's Annual Report.

• Develops, implements, and ensures adherence to the school's accountability plan.
• Keeps the Board fully informed on the condition of the school and on all the important factors influencing it.

4. Management and administration
• Creates and sustains an environment of mutual respect, high standards, safety, and support for learning.
• Provides general oversight of all school activities, manages the day-to-day operation of the school,ensures school safety by tracking and monitoring best practice of safety. Attends extended school back to school night, summer enrichment, and orientations throughout the school year for family and staff engagement.
smoothly functioning, efficient organization through coordination with Board, committees, staff and volunteers.
• Ensures that the MTSS and Chief of Academics and Chief of Operations has the necessary resources and expertise to lead the school's educational/operational program.
• Ensures that the Chief of Operations has the resources to effectively oversee all operational aspects of the school.
• Recommends staffing and financing to the Chief of Academics and Chief of Operations. In accordance with Board action, negotiates professional contracts
• Evaluates and supervises members of the Leadership Team and supervises evaluation of all members of the staff.

5. Governance
• Helps the Board establish role and accountabilities for the Board, its committees and members and helps evaluate performance regularly.
• With the Board Chair, develops agendas for meetings so that the Board can fulfill all its responsibilities effectively.

6. Finance
• Works with the Director of Operations and Finance Committee to develop and implement an annual operating budget based on tuition revenue and public entitlement grants.
• Works with the CFO, COO to ensure Board to ensure financing to support short- and long-term goals.

QUALIFICATIONS:

- Preferred Administrative Credential but not required
- Bachelor's degree in Education or a related field required
- Preferred Master's degree in leadership or education preferred not required
- 3 years of successful teaching
- 3 years of Administrative experience in the educational environment.
- Experience in working with K-8th students
- Valid California Driver's License
- Fingerprinting & Tuberculosis test

KNOWLEDGE AND ABILITIES:

- Possess excellent organizational skills, interpersonal skills to navigate and support teachers
- Able to manage complex tasks efficiently and effectively;
- Possess an adept understanding of academic standards and teaching practices, as well as have a strong knowledge of safety guidelines; leadership skills, and change management

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

Title: **MTSS Director**

Category: **Classified Management**

Work Year: **12 Months**

Employment Type: **Fulltime**

Starting Range: **$115,000- $122,056.81**

FLSA: **Exempt**

Supervisor: **Chief of Academics**

JOB GOALS: Responsible for developing, leading, implementing, monitoring, and collaborating with district and site leaders in the integration of district-wide and site-based Multi-Tiered Systems of Support (MTSS) that support the whole child. Provide strategy, knowledge, guidance, and support to and build the capacity of AIMS academic structure and building level administrators, teachers, and student support services staff to improve student academic, behavioral and social-emotional outcomes and well-being through professional development, programming, and resources.

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REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

ESSENTIAL JOB DUTIES:

- Provide Leadership in the Development and Implementation of the Comprehensive AIMS District MTSS Plan.
- Collaborate with District leaders to ensure the integration of MTSS into the AIMS District strategic plan.
- Collaborate with the Chief of Academics, Data Manager and school leaders to develop a blueprint for MTSS implementation and facilitate school processes to develop their individual implementation plans.
- Direct, assign and supervise assigned certificated and classified personnel to assure equitable access to programs and resources.
- To build capacity of coaches and site leaders through professional learning, professional development, coaching and mentorship aligned to the AIMS District's vision for MTSS.
- Analyses data in conjunction with feedback from Data Manager to inform decision-making and continuous program improvement.
- Develop and submit budgets appropriate for the implementation of MTSS each year.
- Demonstrate cultural proficiency, sensitivity, and equity to ensure all AIMS K-12 College Prep students' needs are included and to increase student success.
- Apply knowledge of the MTSS framework, positive behavioral interventions and supports (PBIS), response to intervention (RtI), social-emotional learning (SEL), restorative practices, trauma-informed practices, and family engagement to build knowledge and capacity of leaders and teachers to improve student outcomes and well-being.
- Provide support to the AIMS District Leadership Team for the implementation of AIMS District practices, school site policies and protocols to support and sustain MTSS implementation.
- Collaboratively work with AIMS District office personnel, Chief of Academics, Head of Schools K-8, Head of Schools 9-12th and Data Manager to ensure data systems are in place and to develop comprehensive and

effective multi tiered support framework through data to support the whole child.

QUALIFICATIONS:

- Bachelor's degree and any combination equivalent to: Five years' increasingly responsible certificated and management experience in school improvement, instructional leadership, implementing multi-tiered systems of support, and the development of professional learning programs.
- 3-5 years' experience as a site leader for either or both elementary and secondary, with communities that represent AIMS diverse student body, and evidence of data-based school improvement outcomes.
- Experience designing and implementing district-level professional learning and training in Multi-Tiered Systems of Support (MTSS) or equivalent experience and implementing MTSS preferred.
- Valid California driver's license; provide personal automobile and proof of insurance. Possession of a valid California
- Teaching Credential and Administrative Services Credential preferred.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE AND ABILITIES:

• A Multi-Tiered System of Support model and implementation of a MTSS model in school settings.
Experience analyzing academic data and advising on strategies in response to academic data tiers I, II, and III.
• Data-Based Problem Solving.
• Positive Behavioral Interventions and Supports.
• Universal Design for Learning.
• Social emotional learning and trauma-informed care practices.
• Effective Leadership Practices.
• Principles and practices of administration, supervision, and professional learning.
• Planning, organization, and evaluation of professional learning.
• School improvement and professional learning initiatives.
• School management, practices, supervision, development, and training.
• Educational programs, curriculum and instruction, and learning of students K-12. Instructional programs at all Levels. Explicit commitment to and experience providing equitable experiences and outcomes. Utilizing data and assessment results to plan, monitor, and assess professional learning.
• Academic and behavior interventions to support high quality instruction for all students and to meet student's individual needs.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):
Standing: 30 Walking: 20 Sitting: 50
Minimum Body Movement (Frequency):
None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)
Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective: July 1, 2025
Board Approved: Pending Board Approval July 10, 2025

AIMS K-12 College Prep Charter District

Title: Community Liaison Coordinator Reclassified to Community School Manager
Category: Classified -Classified Management
Work Year: 12 months
Employment Type: Full Time
Work Location: AIMS K-12 Charter District (On-Site)
Starting Range: $70,000 - $75,409.88- Pay Change to Classified Management Salary Schedule
$ 98,031.60 - $104, 047.17
FLSA: Exempt
Supervisor: Director of Schools- MTSS Director (effective July 2025)
JOB GOALS:
The Community Liaison Manager is part of the administrative leadership team working under the supervision of the Director of Schools. Community Liaison Coordinator will engage with and involve parents in the school community by working with the Head of School, school staff, school leadership team, parent associations, community groups and parent advisory councils. This position serves all AIMS schools and will be a key role in a community school, acting as a bridge between the school, its students, families, and the wider community. They are responsible for coordinating resources, partnerships, and programs to support student success and well-being

In addition to fostering a welcoming and inclusive environment for families, the Community Liaison Coordinator plays a key role in addressing chronic absenteeism. This includes engaging directly with students and families through proactive outreach, attendance support planning, home visits, and coordination with school administrators to remove barriers to regular attendance. This role helps ensure that parents remain informed, involved, and empowered to support their children's success, while also addressing school and community concerns in a timely and collaborative manner. This is a full-time, on-site position. The employee is expected to report in person and work under the direct supervision of the Director of Schools.

RESPONSIBILITIES:

- Assists with leading parent advisory councils (e.g., SSC)., ELAC, DLAC,
- Leads the Family Advisory Committee.
- Performs parent outreach, calling families on a regular basis.
- Proactively contacts families of chronically absent (CA) students with morning phone calls to encourage on-time attendance and support daily engagement in support of the Enrollment Director and MTSS Director.
- Holds in-person and virtual meetings with chronically absent students, parents/guardians, and school administrators to identify barriers and provide support.
- Conducts home visits when needed to check in on students with persistent absenteeism and reinforce school attendance expectations.
- Drafts and maintains individualized attendance support plans for chronically absent students, which may include coordinating transportation, scheduling morning wake-up calls, logging parent contacts, and developing student incentives.
- Ensures translation services are provided at school meetings and orientations.
- Increases parent involvement in the school by working closely with all school, parent, and community organizations.

- Serves as facilitator for parent and school community concerns and issues, including topics such as school policies or facilities.
- Conducts outreach to engage parents in their children's education.
- Convenes regular parent meetings and events around topics of key concern to families.
- Attends parent meetings along with the Head of School, where appropriate.
- Works with the school parent association, where needed, to provide assistance in establishing by-laws, holding elections, and conducting affairs in accordance with School/District/State and Federal regulations.
- Serves as a school liaison to parent support staff.
- Maintains ongoing contact with community organizations that provide services in support of the school's educational mission.
- Assists with organizing Back-to-School Night and other events to increase parental and community involvement and helps create a welcoming school environment for families.
- They manage the integration of various support services, including extended learning, family engagement, health, and mental health services
- CSMs play a role in developing and implementing the school's overall community school strategy, often contributing to the Single Plan for Student Achievement.
- CSMs work with teachers, administrators, and other school staff to implement community school strategies and initiatives
- Performs other duties as assigned.

QUALIFICATIONS:

Bachelor's degree from an accredited college and two years of experience in community work in an area related to the duties described above; or an Associate Degree or its educational equivalent and four years of experience in community work in an area related to the duties described above is preferred.

OR

A high school diploma and six years of experience in community work in an area related to the duties described above.

KNOWLEDGE AND ABILITIES:

- Familiarity with the Oakland Public Charter School system.
- Presently or formerly a public-school parent.
- Experience with convening workshops.
- Bilingual where there is a significant non-English speaking population.
- Excellent communication, organizational, interpersonal and problem-solving skills.
- Conflict resolution and mediation skills.
- Experience working with families and parents.
- Proficiency with MS Word, Excel, electronic mail, and internet.
- Experience with grant writing and other fundraising strategies.

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 30% | Walking: 20% | Sitting: 50%

Body Movement (Frequency):

None (0) | Limited (1) | Occasional (2) | Frequent (3) | Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2

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Reclassified from Community Liaison to Community Manager: ***Pending Board Approval***
Board Approved: ***Pending Board Approval***

AIMS K-12 College Prep Charter District

Title: **Manager of Data & Performance**

Category: **Classified Managment**

Work Year: **12 months**

Employment Type: **Fulltime**

Starting Range: **$ 98,031.60 - $104, 047.17**

FLSA: Exempt: **Exempt**

Supervisor: **MTSS Director**

JOB GOALS: . The Data Manager is responsible for the overall consistency, accuracy, integrity and security of academic data. This includes the development and maintenance of the database, school report facilities, and integration with third party systems of SIS, Student Performance base data systems, staff training and end user support.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Serves as a thought partner for charter and partnership schools regarding data analysis and reporting.
- Provides needed data and prepares reports for charter and partnership schools.
- Provides all required data for charter renewals and the evaluation of new and existing charter schools.
- Provides data and analysis to the DIG as needed.
- Provides needed data and prepares reports for charter, charter renewal, SARC, CA Dashboard, CALPADS, CALSAAS, MOU, Authorizors request of data, CBEDS, board reports of student performance and all other reports assigned.
- Analyzing data to identify trends, patterns, and areas for improvement in school operations and student performance.
- Implementing and maintaining security protocols to protect sensitive student and staff information
- Developing and implementing database policies and procedures, ensuring compliance with regulations like FERPA and HIPAA
- Creating and distributing reports for various stakeholders, including administrators, teachers, and external agencies.
- Provide guidance and support to the Leadership Team to assist in the accuracy and publication of attendance, progress, measurable metric outlined within MOU, disagreatted date by demographics/academics and chronic absenteeism tracking.

- Participating in and attending meetings and training as appropriate including PD training and facilitation, back to school night, orientation, and school events in engaging community and stakeholders.
- Partner with School Registrars, and operations team to support collection, analysis, reporting and validation best practices
- Support development, implementation and testing of processes for collecting new data streams
- Develop and improve documentation of processes and data schema
- Partner with Head of Schools, Enrollment Director, and Operations Director to support collection, analysis, reporting and validation best practices.
- Coordinates the review of CALPADS data with county office and district/school stakeholders and facilitates data corrections to assure compliance with local state and federal requirements
- Coordinates state and federal mandated testing and assessment of students, to include correspondence and inquiries from testing agencies, ordering and distributing testm materials, maintaining test records (physical and electronic) and student data uploads (TOMS data entry)
- Build yearly data calendars for instructional and system wide key data dates

QUALIFICATIONS:

- Bachlors Degree in similar or related field preferred
- Experience of communicating with a wide range of stakeholders.
- Prioritisation, organisation and time management skills.
- Proven ability to work with data.
- Effective and confident verbal and written communication skills.

KNOWLEDGE AND ABILITIES:

- 3 years of relevant experience analyzing K-12 district or state education data.
- Have advanced excel skills
- Have the ability to present information in a clear and understandable format
- Be an excellent communicator
- Experience with the student information systems used in California education agencies
- (SQL server, Escape, Microsoft Access and Excel, CALPADS, Aeries, CASEMIS, etc.)
- Maintain a high degree of confidentiality, flexibility, initiative, and creativity.
- Operate a computer and related peripherals.
- Experience in integrating and managing student information systems.
- Develop data tables, administer controlled access to relational databases, and prepare custom reports and analysis of business and instructional data.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

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Effective: July 10, 2025

Board Approved: Pending Board Approval July 10, 2025

AIMS K-12 College Prep Charter District

Title: **Director of Enrollment**

Category: **Classified Management**

Work Year: **12 months**

Employment Type: **Fulltime**

Starting Range: **$115,000- $122,056.81**

FLSA: Exempt: **Exempt**

Supervisor: **Chief Operations Officer**

JOB GOALS: .

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- **Strategic Enrollment Management:** Understanding the strategic and operational processes of enrollment, leading the development and execution of strategies to attract a diverse and high-quality applicant pool.
- **Recruitment and Admissions:** Overseeing the recruitment process, including managing the admissions team, developing recruitment goals, and implementing outreach events and strategies to raise awareness of the school.
- **Admissions Process Management:** Leading a personalized admission and enrollment process, managing the admissions department's daily operations, setting targets, and developing strategies to attract and enroll students.
- **Data Analysis and Reporting:** Collecting, analyzing, and reporting on admissions and enrollment data to inform strategy and provide reports Data Manager, MTSS Director and Chief of Operations for collaboration with results of analysis. Work collaboratively with with data manager to ensure CALPADS reporting is complete and accurate annually based on student enrollment outcomes
- **Relationship Building:** Developing and maintaining relationships with prospective and enrolled families, as well as with local independent school districts and community partners.
- **Marketing and Communications:** Working in collaboration with the AIMS Communication/Marketing team to contribute to the school's marketing and communications efforts, ensuring families understand the benefits of choosing the school.
- **Team Management and Development:** Leading and managing the enrollment team, providing guidance and support to admissions staff and professional development around enrollment initiatives to better serve the AIMS community while adhering to equity and accessibility to all students.

- **Budget & Finance:** Work in collaboration with the MTSS Director, Chief of Operations and CBO to ensure the budget is completed annually, totals are reported accurately and during all reporting periods to meet authorizers.
- **Charter Renewal:** To work in collaboration with MTSS Director, Data Manager, Chief of Operations to ensure enrollment trends, data is internally tracked and monitored over a 5 year plan period. Analysis of enrollment trends so allow for further thought and adjustments to ensure the charter is meeting required outcomes of LCAP, Budget, MOU, Charter Petition for AIPCS, AIPCS II and AIMS HS District.

QUALIFICATIONS:

- A Bachelor's degree required
- 3-5 years of experience in admissions, recruiting, or communications are typically required.

KNOWLEDGE AND ABILITIES:

- Strong leadership, communication, analytical, and interpersonal skills are essential.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):
Standing: 30 Walking: 20 Sitting: 50
Minimum Body Movement (Frequency):
None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)
Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2

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Effective:
Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

Title: **Director of Operations**

Category: **Classified Management**

Work Year: **12 months**

Employment Type: **Fulltime**

Starting Range: **$ $115,000- $122,056.81**

FLSA: Exempt: **Exempt**

Supervisor: **Chief Operations Officer**

JOB GOALS: The Director of Operations will assist the Chief of Operations to direct and coordinate the operations of the AIMS school district as related to support services including but not limited to Facility Services, Nutrition Services, Transportation, Maintenance-Custodial-Grounds, Capital Construction, Lease Agreements of Facilities, Health, Safety & Security. The Director of Operations is responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods, strategies and execution of operations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Coordination and Supervision - Coordinate, manage and monitor the workings of various departments in the organization within the organizational work chart of operations.
- Financial - Review financial statements and data. Utilize financial data to improve profitability. Prepare and control operational budgets. Control inventory.
- Plan effective strategies for the financial well being of the school district.
- Best Practices - Improve processes and policies in support of organizational goals.
- Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.
- Establish organizational structures to better service the operations needs of the AIMS school district.
- Delegate tasks and accountabilities.
- Establish work schedules.
- Supervise staff, monitor/ evaluate staff performance to ensure fidelity of cross-operational functions of AIMS district.
- Production - Coordinate and monitor the work of various departments involved in production, pricing and distribution of goods.

- Monitor performance and implement improvements. Ensure quality of products. Manage quality and quantity of employee productivity. Manage maintenance of equipment and machinery for programming such a technology, Nutrition Services, and maintenance.
- Provide technical support where necessary.
- Communication - Monitor, manage and improve the efficiency of Operations support services for all District departments. Facilitate coordination and communication between support functions.
  Strategic Input - Liaison two third party vendors within Operations functions.
  Assist in the development of strategic plans for operational activity. Implement and manage operational plans.
- Manage and lead procurement processes when annual updates or reviews are required for new vendor
- Vendor management
- Budget management of all operational related workflows.

QUALIFICATIONS:

Bachelor's degree in related field and or 4-5 years of School Operations Experience. Masters degree preferred but not required.

KNOWLEDGE AND ABILITIES:

- Knowledge and experience in organizational effectiveness and operations
- management
- Business, management principles and practices
- Financial and accounting principles and practices
- Project management principles and practices
- Public construction and management
- Facility safety and security
- Think critically and problem solve
- Plan and organize
- Communicate effectively
- Influence and lead
- Delegate responsibilities
- Work in a team environment
- Negotiate with different groups
- Resolve conflicts
- Adapt to changes
- Handle stress appropriately

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2

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Effective:
Board Approved: Pending Board Approval July 10, 2025

AIMS K-12 College Prep Charter District

Title: Chief Operating Officer (COO)

Category: Classified Management

Work Year: 12 months

Employment Type: Fulltime

Starting Range: $141,651.91 -$ 152,599.34

FLSA: Exempt

Supervisor: Executive Director or Designee

JOB GOALS:
The Chief Operations Officer (COO) has strong leadership skills and oversight responsibilities for various departments to include Operations of: Facilities Services, Enrollment, Transportation of Athletic Programs, Nutrition Services and Safety and Security. The COO is additionally responsible for coordinating, monitoring, and prioritizing the department directors and workflow requirements for the efficient daily operations, activities, and services managed and provided by the Executive Director. Assists in day to day operation of activities and services managed by the Executive Director and in ensuring the efficient, prompt interaction with the Alameda County Department of Education and Charter authorizers. Reports.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

Operational Management & Leadership:

- Enures and directs and all operational directors of school site operations on managing various aspects of the operational procedures, including planning, staffing, operations, and with the AIMS K-12 mission and vision.
- Directs, analyzes, and understands all expenditures requests in relation to actual budgeted amounts.
- Closely monitors departmental activities in relation to the MOU, Charter Petition, LCAP and all school site plans in relations to operations and enrollment.
- Reviews and manages operational reports, procurement requests, vendor proposals, budget requests, and appropriateness for adoption of AIMS Governing board approval and Executive Director review.
- Ensures the schools operational leadership are following through on the school goals for facilities, school safety, adherence to Nutrition Services, Enrollment and overall implementation with requirements of Alameda County Education and local authorizers
- Ensure that data, evaluations and informed practices are being carried out through metric and review of collaboration between Head of Schools K-8, Head of Schools 9-12th, MTSS Director and school community.

- Reviews district enrollment data and provides feedback to the Enrollment Director, effectiveness or change management needed for academic program success in alignment with MOU metrics, LCAP, SPSA, Charter Petition requirements and overall program evaluation.
- Coordinates and supervises all operational district professional development and organizational improvement.
- Supervises Directors, Instructional Supervisors, Facilitators, Coordinators
- Vision on operational program success in alignment with LCAP, MOU metrics being met and Charter petition district wide implementation and academic program improvement.
- Applies the findings of research and district student enrollment, operations, and overall safety results to improve the content, sequence and outcomes of the operations of AIMS K-12 school district.
- Manages District office of HR & Compliance to ensure adherence to federal and state requirements, state employment regulations and employee relation matters.
- Fosters and promotes teamwork in the design and implementation of operations st
- Coordinates the strategic direction and leads assigned teams for developing strategic long term goals related to the assigned area of responsibility.
- Keeps abreast of current developments, operational, and technical sources of information.
- Ensures the provision of quality products and services throughout the lifecycle of assigned projects.
- Directs senior staff in conducting special projects as requested by the Executive Director and monitors/analyses
- Plans, monitors and remains current on the design and implementation of systematic programs and projects as
- Performs other duties as assigned by an appropriate administrator or their representative.
- Creates and sustains an environment of mutual respect, high standards, safety, and support for
- Ensures Enrollment Director, Operations Director, Compliance/HR Director, is provided resources, support to ensure proper oversight of all activities, to ensure carry out of, manages the day-to-day operations of the school
- Evaluates and supervises members of the Leadership Team and supervises evaluation of all members of the staff.
- All other duties and responsibilities assigned.

Legal compliance

- Directs and ensures that all actives are in compliance with equal employment and nondiscrimination policies; follows federal laws, school board policies and the professional standards.
- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations for all school site academic and operational requirements.
- Comply with proper spending and budget allocations of all restricted and unrestricted funding.
- Ensure proper procedures/ policies and standard operating processes are created and carried out by all employees managed.

Mission, policy and planning

- Works with the Executive Director and Board to oversee the growth of the school to ensure Charter petition and MOU is met in accordance to Academic requirements and implementation.
- Helps the Executive Director and board determine the school’s vision, overall direction, and short- and long-term goals.
- Oversees the charter renewal and site visit process and development of the school's Annual Report.
- Develops, implements, and ensures adherence to the school’s accountability plan.
- Keeps the Executive Director and board fully informed on the condition of the school and on all the important factors influencing it.

Governance

- With the Board Chair, develops agendas for meetings so that the Board can fulfill all its responsibilities effectively.
- Attend monthly board meetings

Finance

• Works with the CBO and Director of Finance and Finance Committee to develop and implement an annual operating budget based on tuition revenue and public entitlement grants.

• Works with the Executive Director and COO to ensure Board to ensure financing to support short- and long-term goals.

QUALIFICATIONS:

- Preferred Administrative Credential but not required
- Bachelor's degree in Education or a related field required
- Preferred Master's degree in leadership or education preferred not required
- 3 years of successful teaching
- 3 years of Administrative experience in the educational environment.
- Experience in working with 9th-12th students
- Valid California Driver's License
- Fingerprinting & Tuberculosis test

KNOWLEDGE AND ABILITIES:

- Possess excellent organizational skills, interpersonal skills to navigate and support teachers
- Able to manage complex tasks efficiently and effectively;
- Possess an adept understanding of academic standards and teaching practices, as well as have a strong knowledge of safety guidelines; leadership skills, and change management

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

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Effective:

Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

Title: Chief Academic Officer (CAO)

Category: Classified Management

Work Year: 12 months

Employment Type: Fulltime

Starting Range: $141,651.91 -$ 152,599.34

FLSA: Exempt

Supervisor: Executive Director or Designee

JOB GOALS: The Chief Academic Officer provides direct support and feedback to instructional staff on the development of district-wide school improvement efforts and the related programs that support student AIMS K-12th
This position is responsible for managing MTSS Director and all matters related to the development and delivery of instructional programs, professional development, and use of instructional technology district wide. This position is responsible for the management of instructional services based on the effective use of data, collaborative processes that include all stakeholder groups, and the use of research based instructional strategies. The Chief Academic Officer makes budget and staffing projections/allocations for the maximum effective use of human and financial resources in the academic department.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

Instructional Management & Leadership:

- Enures and directs and coaches school leaders on managing various aspects of the instructional program, including planning, staffing, curriculum, and assessment with the AIMS K-12 mission and vision.
- Ensures the schools leadership are following through on the school goals for student achievement and performance with Alameda County Education and local authorizers.
- Ensure that data, evaluations and informed practices are being carried out through metric and review of collaboration between Head of Schools K-8, Head of Schools 9-12th, MTSS Director and school community.
- Reviews high quality instruction and provides feedback to MTSS Director and school learners on program effectiveness or change management needed for academic program success in alignment with MOU metrics, LCAP, SPSA, Charter Petition requirements and overall program evaluation.
- Coordinates and supervises all academic district professional development and organizational improvement.
- Supervises Directors, Instructional Supervisors, Facilitators, Coordinators

- Vision or academic program success in alignment with LCAP, MOU metrics being met and Charter petition district wide implementation and academic program improvement.
- Applies the findings of research and district student achievement results to improve the
- content, sequence and outcomes of the teaching/learning process.
- All other duties and responsibilities assigned.

Legal compliance

- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations for all school site academic and operational requirements.
- Comply with proper spending and budget allocations of all restricted and unrestricted funding.
- Ensure proper procedures/ policies and standard operating processes are created and carried out by all employees managed.

Mission, policy and planning

- Works with the Board to oversee the growth of the school to ensure Charter petition and MOU is met in accordance to Academic requirements and implementation.
- Helps the Executive Director and board determine the school's vision, overall direction, and short- and long-term goals.
- Oversees the charter renewal and site visit process and development of the school's Annual Report.
- Develops, implements, and ensures adherence to the school's accountability plan.
- Keeps the Executive Director and board fully informed on the condition of the school and on all the important factors influencing it.

Management and administration

- Creates and sustains an environment of mutual respect, high standards, safety, and support for learning.
- Ensures MTSS director is provided resources, support to ensure proper oversight of all school activities, to ensure carry out of, manages the day-to-day academics of the school,
- Evaluates and supervises members of the Leadership Team and supervises evaluation of all members of the staff.
- Collaborate with the Compliance/HR team to ensure proper performance management or employee related matters are properly addressed.

Governance

- With the Board Chair, develops agendas for meetings so that the Board can fulfill all its responsibilities effectively.
- Attend monthly board meetings

Finance

• Works with the CBO and Director of Finance and Finance Committee to develop and implement an annual operating budget based on tuition revenue and public entitlement grants.
• Works with the Executive Director and COO to ensure Board to ensure financing to support short- and long-term goals.

QUALIFICATIONS:

- Preferred Administrative Credential but not required
- Bachelor's degree in Education or a related field required

- Preferred Master's degree in leadership or education preferred not required
- 3-5 years of successful teaching
- 3 years of Administrative experience in the educational environment.
- Experience in working with 9th-12th students
- Valid California Driver's License
- Fingerprinting & Tuberculosis test

KNOWLEDGE AND ABILITIES:

- Possess excellent organizational skills, interpersonal skills to navigate and support teachers
- Able to manage complex tasks efficiently and effectively;
- Possess an adept understanding of academic standards and teaching practices, as well as have a strong knowledge of safety guidelines; leadership skills, and change management

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):
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Minimum Body Movement (Frequency):
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Effective:
Board Approved: Pending Board Approval