AIMS K-12 College Prep Charter District

Governance Committee Meeting

Date and Time

Thursday September 11, 2025 at 4:30 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

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Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**4:30 PM**
	Opening Items			
A.	Call the Meeting to Order		Jaime Colly	1 m
B.	Record Attendance and Guests		Ahsjanae Hutchings	2 m
C.	Adoption of the Agenda	Vote	Jaime Colly	1 m
D.	Public Comments on Agenda Items	Discuss	Jaime Colly	10 m
	Public comment on action 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 Comments on Non-Agenda Items	Discuss	Jaime Colly	10 m
	Public comment on non-action 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).**			

		Purpose	Presenter	Time
II.	**Approve Committee Meeting Minutes**			**4:54 PM**
A.	Governance Committee Meeting Minutes: 8/26/25	Approve Minutes	Jaime Colly	2 m
III.	**Action Items**			**4:56 PM**
A.	Job Descriptions	Vote	Tiffany Tung	5 m
B.	Title III MOU 25-26	Vote	Adria Banihashemi	5 m
C.	Organization Chart Adjustments	Vote	Marco Menendez	5 m
D.	Proposed Remote Work Guidelines	Vote	Marco Menendez	10 m
IV.	**Non-Action Items**			**5:21 PM**
A.	Governance Work Plan	Discuss	Kimi Kean	25 m

- Proposed changes to AIMS board bylaws - review and propose changes to by laws for BOD adoption
- Executive Director evaluation - propose process and timeline for evaluation
- Board self-evaluation and goal setting -
- Board training updates - Brown Act training required, finance training requested
- Committee membership - re-establishment of committees and membership for the 25-26 school year

V.	**Closed Session**			**5:46 PM**
A.	Public Comment on Closed Session items	Discuss	Jaime Colly	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 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	Discuss	Jaime Colly	5 m

		Purpose	Presenter	Time

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

VI. Closing Items — 5:56 PM

A.	Adjourn Meeting	Vote		
B.	NOTICES	FYI	Ahsjanae Hutchings	

The next regular Governance meeting of the Board of Directors is scheduled to be held on Tuesday October 2nd, 2025, at 4:30 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. 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.

I, Ahsjanae Hutchings, hereby certify that I posted this agenda on the AIMS website at www.aimsk12.org, on or before September 8th, 2025, before 4:30 PM. Certification of Posting

Coversheet

Governance Committee Meeting Minutes: 8/26/25

Section:	II. Approve Committee Meeting Minutes
Item:	A. Governance Committee Meeting Minutes: 8/26/25
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Governance Committee Meeting on August 26, 2025

APPROVED

AIMS K-12 College Prep Charter District

Minutes

Governance Committee Meeting

Date and Time
Tuesday August 26, 2025 at 4:30 PM

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
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+12532158782,,6614266860#,,,,*071330# US (Tacoma)

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

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Click To Submit Public Comment

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Committee Members Present
J. Colly (remote), K. Kean, M. Menendez, T. Tung (remote)

Committee Members Absent
C. Edington

Guests Present
A. Hutchings

I. Opening Items

A. Call the Meeting to Order

K. Kean called a meeting of the Governance Committee of AIMS K-12 College Prep Charter District to order on Tuesday Aug 26, 2025 at 4:41 PM.

B. Record Attendance and Guests

C. Adoption of the Agenda

K. Kean made a motion to Adopt the Agenda.
M. Menendez seconded the motion.
The committee **VOTED** to approve the motion.

D. Public Comments on Agenda Items

E. Public Comments on Non-Agenda Items

II. Action Items

A. Website Rebuild

K. Kean made a motion to Approve.
M. Menendez seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

C. Edington	Absent
T. Tung	Aye
K. Kean	Aye
M. Menendez	Aye

B. Contracts

K. Kean made a motion to Approve.
M. Menendez seconded the motion.
The committee **VOTED** to approve the motion.

C. AIMS Staff Handbook 2025-2026

K. Kean made a motion to Approve.
M. Menendez seconded the motion.
Conditional Approval pending new Org Chart inclusion and safety plan update
The committee **VOTED** to approve the motion.

D. Job Descriptions

K. Kean made a motion to Approve.
M. Menendez seconded the motion.
The committee **VOTED** to approve the motion.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:03 PM.

Respectfully Submitted,
K. Kean

B. NOTICES

Coversheet

Job Descriptions

Section: III. Action Items
Item: A. Job Descriptions
Purpose: Vote
Submitted by:
Related Material:
Manager Extended Day School Programming JD.docx (1).pdf
JD Revision (Community School Manager) - AIMS Board Submission.pdf
JD Revision (Director of Teaching and Learning) - AIMS Board Submission.pdf
JD Reclass (Data and Performance Analyst) - AIMS Board Submission.pdf

AIMS K-12 College Prep Charter District

Title: **Manager of Extended School Programming**

Category: **Classified**

Work Year: **12 months**

Employment Type: **Full Time**

Work Location: **AIMS K-12 Charter District (On-Site)**

Starting Range: **$100,678.45 - $116,841.46**

FLSA: **Exempt**

Supervisor: **Head of Schools**

JOB GOALS:
The Manager of Extended School Programming is part of the administrative leadership team working under the supervision of the Director of Schools. Manager of Extended School Programming has overall responsibility for the curricular and non-curricular programs involving students and faculty in the Extended Day Program. The Extended Day Director works in collaboration with the AIMS leadership team, to help develop and nurture a learning community dedicated to each and every child. The Extended Day Manager also organizes, supervises, and communicates all aspects of the After School Activities.

RESPONSIBILITIES:

- Performs other duties as assigned.
- Manage all federal or state funded Afterschool/Extended day programs such ELOP and ASES.
- Ensure Extended Day programs provide an environment that nurtures the social, emotional, cognitive, physical, and spiritual development of all children in each program.
- Support afterschool faculty with strategies for classroom management and communication with parents
- Serve as liaison with parents, available to parents for questions or concerns about programs.
- Attend full faculty meetings.
- Manage payroll schedules and hours for submission bi-monthly
- Collaborate with the business office to ensure the annual afterschool program budget is completed and submitted to the AIMS board for approval and meets fiscal requirements of all afterschool allowed expenditures.
- Extended Day staff schedules.
- Managing ordering and distribution of snack/supper supplies.
- Gather and schedule after school activity offerings.
- Coordinate and staff childcare for staff children.
- Ability to implement fun and engaging developmental activities in the areas of character development, project based learning, fitness and recreation, and academics/enrichment.
- Continually interfacing with students, volunteers, staff, and parents.
- Ability to lead and supervise small and large groups by recognizing potential issues and applying problem solving methods as needed.

- Ability to observe student behavior, assess its appropriateness and apply appropriate behavior management techniques, positive redirection, or appropriate corrective action as necessary to support students in making positive behavior choices and provide feedback to extended day programming staff.
- Accurately completes and submit approvals of time cards, incident reports, attendance, receipts, and other program related materials in accordance with all extended day programming requirements.
- Evaluates the program daily to suggest improvement, needs, hazards and/or trends to Head of Schools for further adjustments to benefit programming and needs of students.
- Responsible for a designated group for the duration of program or until replacement Program Assistant arrives – never leave a group unsupervised.
- Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established procedures for notification to the parents.

QUALIFICATIONS:

Bachelor's degree from an accredited college and two years of experience in community work, afterschool program 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 but not required.

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

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.

Reclassified from Coordinator of Extended Day Programming
Board Approved: ***Pending Board Approval***

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of HR

Department: HR/Compliance Department

Date of Submission (MM/DD/YYYY): 09/05/2025

Item Details

Title of Item: Revise JD: Community School Manager

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:
- [x] Superintendent
- [ ] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:
Governance

If no: Explain why:
Will be presented at the Board Meeting in September 2025

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?
- [x] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: N/A

AIMS K-12 College Prep Charter District

AIMS K-12 College Prep Charter District 171 12th Street, Oakland, CA 94607

T : 510-893-8701 | F : 510-893-0345

Title: Community School Manager
Category: Classified
Work Year: 12 months
Employment Type: Full Time
Work Location: AIMS K-12 College Prep District (On-Site)
Starting Range: $100,678.45 - $116,841.45
FLSA: Exempt
Supervisor: Director of Enrollment

JOB GOALS:
The Community School Manager is part of the administrative leadership team working under the supervision of the Director of Schools. The Community School Manager serves as a bridge between AIMS schools, students, families, and the wider community. This role is responsible for coordinating resources, partnerships, and programs that promote student success and well-being, while also fostering a welcoming and inclusive environment for families.

A key responsibility of the Community School Manager is supporting attendance initiatives, including addressing chronic absenteeism through proactive outreach, attendance support planning, home visits, and collaboration with school administrators to remove barriers to learning. The Community School Manager ensures that families remain informed, involved, and empowered to support their children's success, while strengthening school–community connections.

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:

- Lead and support parent advisory councils (e.g., SSC, ELAC, DLAC) and the Family Advisory Committee.
- Conduct ongoing family outreach, including regular calls and proactive engagement with chronically absent students and their families, in coordination with the Enrollment Director and MTSS Director.
- Hold in-person and virtual meetings with students, parents/guardians, and school administrators to identify barriers to attendance and develop support strategies.
- Conduct home visits when necessary to reinforce attendance expectations and provide family support.
- Draft and maintain individualized attendance support plans, which may include coordinating transportation, scheduling morning wake-up calls, logging parent contacts, and developing student incentives.
- Ensure translation services are available at school meetings and orientations.
- Increase family and community involvement by collaborating with school staff, parent associations, and community organizations.
- Serve as a facilitator for parent and community concerns, including issues related to school policies and facilities.
- Convene regular parent meetings and events on topics of interest to families; attend parent meetings alongside the Head of School as appropriate.
- Support school parent associations with by-law development, elections, and compliance with school, district, state, and federal regulations.
- Act as liaison to parent support staff and maintain ongoing relationships with community organizations that provide services aligned with the school's mission.

- Assist with organizing events such as Back-to-School Night to foster a welcoming environment for families.
- Manage the integration of support services, including extended learning, family engagement, health, and mental health services.
- Contribute to the development and implementation of community school strategies, including input on the Single Plan for Student Achievement.
- Collaborate with teachers, administrators, and staff to implement community school initiatives.
- Oversee attendance management, including daily monitoring, monthly reports, and submissions to authorizers.
- Develop and implement strategies to address chronic absenteeism and provide training to staff to support schoolwide attendance initiatives.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree from an accredited college and at least two years of related experience in community engagement or program coordination; OR
- Associate's Degree or equivalent education and four years of related experience; OR
- High school diploma and six years of related experience.

KNOWLEDGE AND ABILITIES:

- Familiarity with the Oakland Public Charter School system.
- Experience as a public-school parent (preferred).
- Experience designing and leading workshops.
- Bilingual skills in languages spoken by AIMS families (preferred).
- Strong communication, organizational, interpersonal, and problem-solving skills.
- Skills in conflict resolution and mediation.
- Demonstrated experience working with families and parent organizations.
- Proficiency in Microsoft Word, Excel, email, and internet applications.
- Experience in grant writing and fundraising strategies (preferred).

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
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of HR

Department: HR/Compliance Department

Date of Submission (MM/DD/YYYY): 09/05/2025

Item Details

Title of Item: Revise JD: Director of Teaching and Learning

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:
- [x] Superintendent
- [ ] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:
Governance

If no: Explain why:
Will be presented at the Board Meeting in September 2025

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?
- [x] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: N/A

AIMS K-12 College Prep Charter District

AIMS K-12 College Prep Charter District 171 12th Street, Oakland, CA 94607

T : 510-893-8701 | F : 510-893-0345

Title: Director of Teaching and Learning
Category: Classified Management
Work Year: 12 months
Employment Type: Full Time
Work Location: AIMS K-12 College Prep District (On-Site)
Starting Range: $133,462 – $154,888.32
FLSA: Exempt
Supervisor: Executive Director or Designee

JOB GOALS:
The Director of Teaching and Learning is responsible for developing, planning, evaluating, and managing instructional programs and professional learning across the District. This role provides leadership for curriculum development, instructional improvement, and student support systems while ensuring compliance with accountability measures. The Director collaborates with school leaders, instructional staff, and district teams to improve teaching and learning outcomes for all students.

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:

- Collaborate with Heads of School to facilitate curriculum review, articulation, and development processes.
- Coordinate and/or facilitate professional development opportunities for instructional staff and student support staff in partnership with school leadership teams.
- Coordinate and facilitate the District's multi-tiered systems of support in collaboration with school leaders, student services, and other departments.
- Support and collaborate with Heads of School in implementing teacher evaluation processes.
- Ensure reporting and compliance with all requirements of authorizing agencies and the California Department of Education (CDE) relating to student performance and behavior data.
- Supervise the Manager of Extended School Programs and provide support for programming as needed.
- Supervise the Performance Data Analyst and certify all reports prior to submission to appropriate governing bodies.
- Formulate and implement policies and procedures related to instructional programs and student support services.
- Plan and oversee the District's participation in K–12 standardized testing, including test administration protocols, ethics training, and compliance with accountability measures.
- Analyze assessment results, identify areas for improvement, and provide recommendations to administrators, instructional specialists, and teachers.
- Approve the format and content of student achievement data in the District data warehouse systems and ensure accuracy of standard reports.
- Provide training for staff related to assessment, accountability, and the use of student achievement data.
- Assist schools in aligning curriculum, instruction, and assessments with state and District standards.
- Participate in state, regional, and District-level coordination, evaluation, and development committees.

- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree required; Master's Degree preferred.
- Two to five years of progressively responsible certificated and management experience in school improvement, instructional leadership, or a related field.
- Experience designing and implementing professional learning at the district or school level.
- Valid California driver's license, personal automobile, and proof of insurance required.
- Possession of a valid California Teaching Credential and Administrative Services Credential preferred, but not required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Instructional coaching, curriculum design, and professional development practices.
- Effective leadership practices and principles of administration and supervision.
- Multi-Tiered Systems of Support, data-based problem solving, and behavioral interventions (PBIS).
- Universal Design for Learning (UDL) and equitable instructional practices.
- Planning, organization, and evaluation of professional learning.
- School improvement initiatives and effective strategies for increasing student achievement.
- Educational programs, curriculum, and instruction across K–12.
- Data analysis and accountability systems, including state and federal assessment programs.

Ability to:

- Provide leadership and support for curriculum, instruction, and student support services.
- Collaborate effectively with administrators, teachers, and community partners.
- Design, coordinate, and evaluate professional development aligned to District goals.
- Analyze data and use results to inform instruction and school improvement.
- Communicate effectively in both oral and written forms with diverse stakeholders.
- Supervise and evaluate assigned staff and ensure accountability for performance.
- Manage multiple projects and meet deadlines in a fast-paced environment.

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
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Effective:

Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of HR

Department: HR/Compliance Department

Date of Submission (MM/DD/YYYY): 09/05/2025

Item Details

Title of Item: Reclass JD: Manager of Data and Performance > Data and Performance Analyst

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:
- [x] Superintendent
- [ ] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:
Governance

If no: Explain why:
Will be presented at the Board Meeting in September 2025

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?
- [x] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: N/A

AIMS K-12 College Prep Charter District

AIMS K-12 College Prep Charter District 171 12th Street, Oakland, CA 94607

T : 510-893-8701 | F : 510-893-0345

Title: Data and Performance Analyst
Category: Classified
Work Year: 12 months
Employment Type: Full Time
Work Location: AIMS K-12 College Prep District (On-Site)
Starting Range: $76,930.00 - $89,280.41
FLSA: Exempt
Supervisor: Director of Teaching and Learning

JOB GOALS:
The Data and Performance Analyst is responsible for ensuring the accuracy, consistency, integrity, and security of academic and operational data across the District. This role develops and maintains databases, reporting systems, and data integrations with third-party platforms, including SIS and student performance systems. The Analyst also provides staff training, end-user support, and actionable insights through analysis to guide decision-making and continuous improvement.

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:

- Provide required data and reports for charter renewals, school accountability reports (SARC), the California Dashboard, CALPADS, CALSAAS, CBEDS, MOUs, board reports, and requests from authorizers.
- Analyze data to identify trends, patterns, and areas for improvement in student outcomes and school operations.
- Implement and maintain security protocols to protect sensitive student and staff data.
- Develop and enforce database policies and procedures, ensuring compliance with regulations such as FERPA and HIPAA.
- Create and distribute reports for administrators, teachers, and external agencies.
- Support the Leadership Team by ensuring the accuracy and publication of attendance, progress, disaggregated data by demographics/academics, measurable metrics in MOUs, and chronic absenteeism tracking.
- Partner with school registrars and operations staff to improve data collection, validation, and reporting practices.
- Develop, test, and implement processes for collecting new data streams and improve documentation of processes and data schema.
- Collaborate with the Head of Schools, Enrollment Director, and Operations Director on data integrity and reporting practices.
- Coordinate CALPADS data review with county offices and district/school stakeholders, ensuring compliance with state and federal requirements.
- Coordinate state and federal testing and assessments, including correspondence with testing agencies, ordering and distributing materials, maintaining test records, and managing data uploads (e.g., TOMS).
- Build and maintain annual data calendars for instructional and system-wide reporting deadlines.
- Serve as a thought partner for charter and partnership schools on data analysis and reporting.
- Participate in professional development, back-to-school events, orientations, and community engagement activities as needed.

- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in similar or related field preferred
- Experience of communicating with a wide range of stakeholders.
- Prioritization, organization 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.
- Advanced proficiency with Excel as well as Google Sheets
- Have the ability to present information in a clear and understandable format
- Excellent communication skills
- Experience with the student information systems used in California education agencies (Escape, CALPADS, Aeries, CASEMIS, etc.)
- Maintain a high degree of confidentiality, flexibility, initiative, and creativity.
- Experience in integrating and managing student information systems.
- Develop visualized data tables 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

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

Coversheet

Title III MOU 25-26

Section:	III. Action Items
Item:	B. Title III MOU 25-26
Purpose:	Vote
Submitted by:	
Related Material:	Title III MOU 2025-2026.pdf AIMS Board Submission Cover Letter -MOU 2025-2026.docx.pdf

Approved by AIMS DELAC June 2025

Pending AIMS Board Approval

Memorandum of Understanding

Elementary and Secondary Education Act, Title III, Part A,

English Learner Student Program Subgrant Consortium

Memorandum of Understanding, 2025-2026 School Year

This Memorandum of Understanding represents the agreed-upon program, services and products to be provided to English learner (EL) students in the AIMS K12 College Prep District during the **2025-2026** school year. The AIPCS II will act as lead local educational agency (LEA) and member. The consortium shall be named the AIMS K-12 College Prep.

The AIMS K-12 College Prep will be responsible for acting as the fiscal agent for the Consortium and will file the required expenditure reports, maintain fiscal records, and is the only agency entitled to up to two percent of the total consortium allocation for direct administrative costs. The Consortium will plan to expend all Title III funds during the 2025-2026 grant year. AIMS K12 College Prep must continue to serve as the fiscal agent for the Consortium for the duration of the 27-month grant period or until all the funds are expended, whichever comes first. After that time, the California Department of Education (CDE) will bill the AIMS K12 College Prep for any remaining balance.

According to our estimates, the Consortium collectively enrolled 257 EL students, which results in a subgrant amount of approximately ***$32,289.48*** In its role as the lead LEA, the AIMS K12 College Prep will support a total amount of programs, services, and products as indicated below:

Approved by AIMS DELAC June 2025

Pending AIMS Board Approval

Program/Service/Product	Approximate Cost	Delivery Dates	Provided By
Contractor Hours for ESL Class (4)	$6500.00 ($2760.48 for AIPCS II $175.60 for MS, $3563.92 for HS)	10/1/2025-9/29/2026	5800/AIPCS II, MS and HS/4203
JAMF Subscription for ELD iPads (2)	$170.00	10/1/2025-9/29/2026	4300/AIPCS II/4203
Supplementary programs/field trips/events/staff hours for EL support (2)	$7845.00	10/1/2025-9/29/2026	5811/AIPCS II/4203
Supplementary staff hours to support formative assessments, small group ELD instruction and reclassification (3)	$8900.00 ($3000 for AIPCS I, $4000 for AIPCS II, $1900 for HS)	10/1/2025-9/29/2026	4315/AIPCS II, MS and HS/4203
Supplemental ELD Curriculum, Trainings & Materials K-8 (1, 2)	$6800.00 ($4950 for AIPCS II, $1850 for MS)	10/1/2025-9/29/2026	4315/AIPCS II, MS/4203
Supplemental ELD Curriculum, Trainings & Materials HS (1, 2)	$2074.48	10/1/2025-9/29/2026	4315/AIMS HS/4203

In addition to the above services and products, the AIMS K12 College Prep will coordinate regular meetings for the purpose of assessing the needs of the consortium.

Also, the AIMS K12 College Prep will be responsible for completing and submitting the Title III Annual Report and any other required report to the CDE. The signature of each LEA representative indicates that the consortium has met and conferred and that members are in agreement to everything stated.

Approved by AIMS DELAC June 2025

Pending AIMS Board Approval

AIMS Elementary (157 EL) = 19,725.40

1 Professional development $4950.00

2 Program activities $8015.00

3 English Proficiency and Academic Achievement $4000.00

4 Parent/family/community engagement $2760.48

AIMS MS (40 EL) = 5025.60

1 Professional development $1000.00

2 Program activities $850.00

3 English Proficiency and Academic Achievement $3000.00

4 Parent/family/community engagement $175.60

AIMS HS (60 EL) = 7538.40

1 Professional development $1000.00

2 Program activities $1074.48

3 English Proficiency and Academic Achievement $1900.00

4 Parent/family/community engagement $3563.92

TOTAL $32,289.48

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information
Full Name: Adria Banihashemi
Position/Title: ELD Manager
Department: ELD
Date of Submission (MM/DD/YYYY): 09/16/2025

Item Details
Title of Item: Title III MOU 2025-2026
Is this item a: X New Submission
□ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals
Has this item been reviewed by:
□ Superintendent *
□ Chief Business Officer (CBO) (If budget changes) *
□ Director of Compliance (If plan changes) *
X Neither
* it has been approved in Spendwise by all approvers, including CBO

Committee Review
Has this item been through the appropriate committee review process?
X Yes □ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

The MOU was approved by the AIMS DELAC. Results of voting are here.

If no: Explain why:

Deadline Information
Is there a submission deadline for this item?
x Yes □ No
If yes: Please indicate the deadline date (MM/DD/YYYY): 9/30/2025

Financial Information (if applicable):
Total Cost: 0 (we get a subgrant)
Is this expenditure included in the annual budget?
X Yes □ No
Please specify in which plan this expense is indicated:
□ SPSA X LCAP X Other: Title III Funds