



AIMS K-12
COLLEGE PREP
CHARTER DISTRICT

AIMS K-12 College Prep Charter District

AIMS Special Board Meeting

Date and Time

Wednesday July 22, 2026 at 5:00 PM PDT

Location

Date:

Wednesday, July 22, 2026

Location:

171 12th Street, Oakland, CA 94607

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

<https://us05web.zoom.us/j/4853268122?pwd=Mk9yUUdzRFdkVzBFMzIQeVVDUFIrUT09>

Meeting ID: 485 326 8122

Passcode: AIMS

AIMS is committed to ensuring accessible participation for individuals with disabilities. Disability-related modifications or accommodations needed to take part in this meeting may be requested by contacting **Abigail Genova at 510-220-1730 at least 24 hours in advance**, if possible, so appropriate arrangements can be made.

The meeting agenda will be posted at least 24 **hours** prior to the scheduled meeting time.

171 12th Street, Oakland, CA 94607

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

Join Zoom Meeting

<https://us06web.zoom.us/j/87594605508?pwd=7SSXWXx9FN7mP2glp1YbkkoWRshdkQ.1>

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/j/6614266860>

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Abigail Genova 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 **Abigail Genova at (510) 220-1730 at least 24 hours in advance** of any disability accommodations being needed in order to participate in the meeting.

171 12th Street, Oakland, CA 94607

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Teleconference Location(s):

Director Leung

6281 Beach Blvd.,

Suite #150

Buena Park, CA 90621

Accessibility Notice

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs, activities, or public meetings. In compliance with the Americans with Disabilities Act (ADA) and applicable California law, individuals with disabilities who require reasonable accommodations or modifications to participate in an open and public meeting of the AIMS Board of Directors are encouraged to submit a request in advance of the meeting.

Abigail Genova has been designated as the contact person for disability-related accommodation requests. Please contact Abigail at (510) 220-1730 at least twenty-four (24) hours prior to the meeting to request accommodations needed to participate.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Call the Meeting to Order		Kimi Kean	
B. Record Attendance		Abigail Genova	1 m
C. Establishment of Quorum		Kimi Kean	1 m
D. Public Comment on Action Items	Discuss	Kimi Kean	10 m
Public comment on agenda items is reserved for members of the public to address items on the Board's agenda prior to consideration of each item. The Board of Directors will not respond to or take action on public comment, except to ask clarifying questions or provide direction to staff.			
Comments are limited to two (2) minutes per person. Total time allotted for public comment may be limited at the discretion of the Board to facilitate the orderly conduct of the meeting.			
E. Public Comment on Closed Session Items	Discuss	Kimi Kean	10 m
Public comment on closed session items is provided as an opportunity for members of the public to address the Board of Directors regarding items listed on the closed session agenda. The Board will receive public comments prior to entering closed			

	Purpose	Presenter	Time
session. The Board will not discuss or take action on matters raised during public comment, except as permitted under the Brown Act, including brief responses to questions, clarifying questions, or referrals to staff.			

Public comments are limited to two (2) minutes per speaker.
The total time allotted for public comment will not exceed thirty (30) minutes.

II. Closed Session	5:22 PM
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[Safe Harbor Agenda for Closed Session](#)

A.	Pursuant to California Government Code §54957	Vote	LaResha Huffman	25 m
	Discussion regarding the discipline, dismissal or release of public employee positions, organizational structure changes, and related personnel matters.			
B.	Report Out from Closed Session	FYI	Kimi Kean	1 m
	The Board will report any required action taken during closed session.			

III. Action Items	5:48 PM
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A.	Employment, Job Descriptions, Organizational Structure	Vote	LaResha Huffman	25 m
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IV. Closing Items	6:13 PM
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A.	Adjourn Meeting	FYI	Kimi Kean	
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In compliance with the Americans with Disabilities Act (ADA) and applicable California law, requests for accommodations or modifications to participate in this meeting should be made to **Abigail Genova** at **(510) 220-1730** as soon as possible before the meeting.

Positing Notice:

This notice and agenda are posted in accordance with the requirements of the Ralph M. Brown Act. The agenda was posted at least **24 hours prior to the commencement of the meeting** at **171 12th St Oakland, CA, 94608** and on the Charter School's website at **www.aimsk12.org**.

Posted on: July 21, 2026 by 5:00 PM

By: Abigail Genova, Board Executive Assistant

Coversheet

Employment, Job Descriptions, Organizational Structure

Section: III. Action Items

Item: A. Employment, Job Descriptions, Organizational Structure

Purpose: Vote

Submitted by:

Related Material:

AIMS Board Submission - Manager of Maintenance Operations Facilities.pdf

Manager of Maintenance, Operations & Facilities.pdf

AIMS Board Submission - Director of Communications, Enrollment and Operation.pdf

Director of Communications, Enrollment, and Operations.pdf

AIMS Board Submission - Director of Communications, Enrollment and Information Technology.pdf

Director of Communications, Enrollment, and Information Technology.pdf

AIMS Board Submission - Compliance Coordinator.pdf

Compliance Coordinator.pdf



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

Submitter Information

Full Name: _____
 Position/Title: _____
 Department: _____
 Date of Submission (MM/DD/YYYY): _____

Item Details

Title of Item: _____
 Is this item a: ☐ 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)
☐ Neither

Committee Review

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

 If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
☐ Yes ☐ 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?
☐ Yes ☐ No
 Please specify in which plan this expense is indicated:
☐ SPSA ☐ LCAP ☐ Other: _____



AIMS K-12 College Prep Charter District

Manager of Maintenance, Operations & Facilities

Category: Classified
Work Year: 12 months
Employment Type: Full Time
Starting Salary: \$ 100,678.45 - \$ 143,920.13
FLSA: Non- Exempt
Supervisor: Superintendent or designee

Position Summary

Under the Superintendent and/or designee, organize, manage and administer assigned programs and activities related to school facilities. Assist with the acquisition of property and support with the creation of facilities plans. The facilities manager will manage and monitor the maintenance and repair of all AIMS facilities including renovation and new construction.

Essential Duties and Responsibilities

Leadership and Administration

- Plan, organize, direct, supervise, and evaluate all Maintenance, Operations, Custodial, Grounds, Facilities, Safety, and related support services.
- Provide leadership and supervision to classified personnel assigned to Maintenance and Operations.
- Establish departmental goals, priorities, policies, procedures, and performance standards.
- Develop annual departmental work plans and operational objectives.
- Recruit, supervise, train, mentor, and evaluate assigned staff.
- Recommend hiring, promotion, discipline, transfer, and dismissal of personnel in accordance with District policies and applicable bargaining agreements.
- Develop staffing schedules and assign work to maximize efficiency and responsiveness.
- Foster a culture of accountability, teamwork, safety, customer service, and continuous improvement.
- Serve as the District's administrator responsible for Maintenance and Operations programs.
- Perform other related duties and responsibilities as assigned by the Superintendent and/or designee



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Facilities Management

- Develop and administer comprehensive facility maintenance and operations programs for all District-owned buildings and property.
- Establish preventative and predictive maintenance programs to maximize the life expectancy of District facilities and infrastructure.
- Conduct routine inspections of District facilities and develop corrective action plans.
- Oversee maintenance of HVAC, plumbing, electrical, roofing, flooring, irrigation, playgrounds, athletic facilities, and building systems.
- Maintain facility records, warranties, equipment inventories, and maintenance histories.
- Coordinate facility use by community organizations in accordance with Board policy.
- Develop long-range facility maintenance and replacement plans.

Maintenance and Operations

- Direct daily maintenance operations and work order management.
- Establish maintenance priorities and allocate personnel and resources accordingly.
- Oversee emergency repairs and after-hours facility response.
- Develop maintenance standards and quality assurance procedures.
- Monitor completion of work performed by District staff and contractors.
- Oversee warehouse operations, inventory management, and procurement of maintenance materials.
- Manage District vehicles, maintenance equipment, and operational assets.

Custodial and Grounds

- Direct custodial services to ensure safe, clean, sanitary, and attractive learning environments.
- Develop District cleaning standards and inspection procedures.
- Oversee grounds maintenance, landscaping, irrigation systems, playgrounds, and exterior facilities.
- Coordinate seasonal maintenance and summer deep-cleaning programs.
- Evaluate custodial and grounds operations for efficiency and effectiveness.

Safety and Risk Management

- Develop and oversee facility safety programs.
- Ensure compliance with Cal/OSHA, California Department of Education, Division of the State Architect, Public Contract Code, Education Code, ADA, fire codes, environmental regulations, and other applicable requirements.
- Coordinate inspections by regulatory agencies.



AIMS K-12 College Prep Charter District

- Support with fire alarms, security systems, access controls, emergency communications, and life safety systems.
- Support in maintaining a Comprehensive School Safety Plans.
- Coordinate emergency preparedness drills, including fire, earthquake, lockdown, and evacuation exercises.
- Provide facility safety training to administrators and staff.
- And other duties as assigned

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.)

QUALIFICATIONS:

High school diploma or equivalent

Supervisory experience (required)

Budget management experience (required)

5-10 years experience in facility maintenance or construction (required)

Knowledge of basic electrical, plumbing, HVAC, and carpentry principles

Ability to read and interpret blueprints, schematics, and technical manuals

Strong problem-solving and troubleshooting skills

Proficient in the use of hand and power tools

Excellent communication and customer service skills

Ability to lift and move heavy equipment and materials

Experience working in a school environment (preferred)

Experience with CMMS systems (preferred)

Communication skills a plus

Licenses & Certificates:

A valid driver's license. Must be eligible to meet the requirements of AIMS vehicle use policy.

Requires fingerprint clearance from the Department of Justice and TB clearance.

KNOWLEDGE AND ABILITIES:

- Aid in the design of appropriate, effective, efficient, and safe facilities.
- Understand and work effectively with people from different cultures.
- Pay attention to detail and follow through.
- Work on multiple projects, issues, and tasks at any one time.
- Meet schedules and timelines.
- Initiate, and recommend actions and resolutions to problems.
- Interpret data from a variety of sources to extract necessary data for the preparation of plans and reports.
- Listen and analyze problems and develop solutions.



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- Conduct research, prepare, and present oral and/or written reports and represent the District.
- Control the quality of projects, schedules, and budgets.
- Perform a wide range of professional, administrative, advocacy, and liaison duties involved in the facility planning process
- Establish and maintain effective working relationships with District administrators and representatives of a wide variety of public agencies, community groups, and private industry.
- Work confidentially with discretion.
- Maintain professional conduct at all times.
- School operations preferred.
- State and local laws related to school construction and construction funding.
- Proficiency in technology, software and hardware, including Word, Excel, and Google Suite.
- Effective written and oral communication using correct English and grammar skills.
- A construction and or engineering license is a plus.
- Project management experience preferred.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 40 Sitting: 30

Minimum Body Movement (Frequency):

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

Lifting (lbs.): 15-50 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 2 Reaching Overhead: 3 Kneeling or Squatting: 2

Climbing Ladders: 3 Climbing Stairs: 4

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.

Board Approved: Pending



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

Submitter Information

Full Name: _____
 Position/Title: _____
 Department: _____
 Date of Submission (MM/DD/YYYY): _____

Item Details

Title of Item: _____
 Is this item a: ☐ 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)
☐ Neither

Committee Review

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

 If no: Explain why:

Deadline Information

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☐ Yes ☐ 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?
☐ Yes ☐ No
 Please specify in which plan this expense is indicated:
☐ SPSA ☐ LCAP ☐ Other: _____



AIMS K-12 College Prep Charter District

Director of Communications, Enrollment, and Operations

Category: Classified Management
Work Year: 12 months
Employment Type: Full Time
Starting Salary: Director Salary Schedule
Supervisor: Superintendent

Position Summary

Under the direction of the Superintendent, the Director of Communications, Enrollment, and Operations serves as a key member of the executive leadership team and provides strategic oversight of communications, enrollment, technology, operations, facilities, and maintenance.

The Director develops and implements systems, programs, and initiatives that enhance organizational effectiveness, strengthen stakeholder engagement, support student enrollment and retention, and ensure efficient district operations.

Essential Duties and Responsibilities

Executive Leadership

- Serve as a member of the Superintendent's executive leadership team and provide leadership in organizational strategic planning, goal setting, continuous improvement efforts, and the development, implementation, monitoring, and evaluation of strategic initiatives and organizational priorities.
- Oversee organizational data systems, performance monitoring, accountability measures, and reporting frameworks to support informed decision-making and continuous improvement.
- Provide leadership and support for charter authorization, charter renewal, Memoranda of Understanding (MOUs), and related governance and partnership agreements.
- Develop and maintain strategic partnerships and collaborative initiatives with external agencies, educational institutions, county offices of education, Oakland Unified School District, and community organizations.
- Develop, monitor, and manage departmental budgets and ensure effective stewardship of organizational resources.
- Supervise Directors, Managers, Facilitators, Coordinators, and other personnel within the communications and operations divisions.
- Lead special projects, cross-functional initiatives, and organizational priorities as assigned by the Superintendent.
- Perform other related duties and responsibilities as assigned by the Superintendent.



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Communications and Community Engagement

- Provide strategic leadership and oversight of all internal and external communications, public relations, stakeholder engagement initiatives, and the development and implementation of communication strategies that promote organizational transparency, trust, and community engagement.
- Oversee the development, management, and continuous improvement of the organization's website, digital presence, and communication platforms.
- Direct the creation and dissemination of newsletters, publications, executive communications, and stakeholder information.
- Serve as the executive liaison for board communications, agendas, reports, presentations, and governance-related communications.
- Lead crisis communications planning, emergency communications, and issues management efforts.
- Foster and maintain positive relationships with families, staff, community organizations, elected officials, media representatives, and other key stakeholders.
- Monitor communication effectiveness, stakeholder engagement, and public perception to support continuous improvement and organizational goals.
- Attend board meetings.

Enrollment and Student Recruitment

- Provide strategic leadership and oversight of enrollment management, student attendance, recruitment, and retention initiatives, including the development and implementation of enrollment forecasting, recruitment, retention, and attendance strategies that support organizational goals and sustainability.
- Oversee enrollment processes, attendance monitoring systems, enrollment projections, and related reporting requirements.
- Analyze enrollment, attendance, and demographic trends to inform strategic planning and organizational decision-making.
- Ensure high-quality customer service, family engagement, and stakeholder support throughout the enrollment process.
- Collaborate with academic and operational leaders to align enrollment and attendance initiatives with organizational priorities and service delivery goals.
- Oversee the accurate preparation, submission, and reporting of enrollment, attendance, and related organizational data, including P-1, P-2, annual, and other required reports.

Operations and Facilities

- Provide executive oversight of operational services, including facilities, maintenance, custodial services, nutrition services, transportation, and technology.



AIMS K-12 College Prep Charter District

- Ensure safe, efficient, and effective operational systems that support organizational goals and service excellence.
- Monitor compliance with applicable health, safety, environmental, and operational regulations and requirements.
- Oversee food services operations to ensure regulatory compliance, operational efficiency, and high-quality service delivery.
- Support long-range facilities planning, capital improvement projects, and operational infrastructure initiatives.
- Coordinate operational readiness and logistical support for organizational programs, events, and activities.
- Direct the preparation, review, and submission of required accountability and operational reports, including School Accountability Report Cards (SARCs), Facilities Inspection Tool (FIT) reporting, and other federal, state, and local reporting requirements.
- Develop, monitor, and evaluate operational performance metrics to support continuous improvement and organizational effectiveness.

Technology and Information Systems

- Provide executive oversight of technology infrastructure, information systems, and digital services.
- Lead the development, implementation, and evaluation of organizational technology plans, initiatives, and strategic priorities.
- Ensure technology resources, systems, and services effectively support organizational operations, communication, and service delivery.
- Collaborate with technology staff and organizational leaders to identify, implement, and support innovative technology solutions.
- Promote cybersecurity awareness, data privacy, and technology governance best practices.

Qualifications

- Bachelor's degree, or a combination of education, training, certifications, and progressively responsible professional experience demonstrating knowledge, skills, and abilities equivalent to a bachelor's degree.
- Three years of progressively responsible management or leadership experience in operational management of communication.
- Experience supervising multiple departments is preferred.
- Experience in communications, operations, enrollment, facilities, technology, or related fields preferred.

Physical Requirements



AIMS K-12 College Prep Charter District

- Ability to perform the essential functions of the position, including travel between sites, attendance at meetings and events, and use of standard office technology.
- Ability to lift up to 50 lbs. of equipment.
- Use clear, concise oral and written communication skills and communicate effectively with a diverse population of staff and students.
- Sit for extended periods of time with intermittent walking.

NON-DISCRIMINATION:

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AIMS K-12 College Prep Charter District

Director of Communications, Enrollment, and Information Technology

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Supervisor: Superintendent

Position Summary

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The Director develops and implements systems, programs, and initiatives that enhance organizational effectiveness, strengthen stakeholder engagement, support student enrollment and retention, and ensure efficient district operations.

Essential Duties and Responsibilities

Executive Leadership

- Serve as a member of the Superintendent's executive leadership team and provide leadership in organizational strategic planning, goal setting, continuous improvement efforts, and the development, implementation, monitoring, and evaluation of strategic initiatives and organizational priorities.
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AIMS K-12 College Prep Charter District

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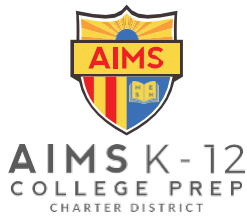
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AIMS K-12 College Prep Charter District

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

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

Title: Compliance Coordinator

Category: Classification

Work Year: 12 months

Employment Type: Full Time

Work Location: AIMS K-12 College Prep District

FLSA: Exempt

Supervisor: Director of Compliance

Job Summary:

The **Compliance Coordinator** is a self-starter responsible for supporting organizational compliance initiatives, monitoring regulatory requirements, maintaining accurate compliance and personnel records, administering employee benefits, managing personnel contracts, and ensuring adherence to organizational policies, procedures, contractual obligations, and external agency requirements. This role requires an independent, detail-oriented professional who consistently delivers high-quality and timely results. Responsibilities include coordinating compliance activities, tracking Memoranda of Understanding (MOUs), charter renewal requirements, and personnel contract timelines, maintaining compliance documentation, supporting policy implementation, administering benefits-related processes, and preparing reports and submissions for leadership, governing bodies, and external agencies. The Compliance Coordinator serves as a reliable point of contact for compliance, benefits, and contract-related matters and supports operational processes that promote accountability, transparency, organizational effectiveness, and employee well-being. Reporting to the Director of Compliance, this role ensures compliance obligations, benefits administration, and personnel contracts are monitored, documented, and managed in alignment with applicable regulations, organizational standards, and contractual requirements.

Responsibilities: (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:

- Administer employee benefit programs by processing enrollments, changes, and terminations.
- Maintain and update benefits information in HRIS and carrier systems to ensure consistency across platforms and accurate payroll deductions.
- Support compensation management by reviewing salary schedules, preparing contract updates, validating salary placement and pay changes, and ensuring compensation aligns with board-approved structures and district policies.
- Process and verify personnel transactions (i.e. position changes, salary adjustments, reclassifications, and Verification of Employment requests) ensuring all actions are accurately recorded, properly documented, and aligned with HR and payroll requirements.
- Serve as the primary point of contact for insurance carriers and vendors, assisting with claim questions, coverage clarification, and benefit-related problem solving.
- Support annual open enrollment by preparing communication materials, coordinating informational sessions, updating enrollment forms, and ensuring timely completion of all required documentation.
- Prepare and distribute employment contracts, ensuring accuracy aligned to salary schedules.
- Review Paycom Personnel Action Forms (PAFs) and salary placements for accuracy, ensuring compensation aligns with Board-approved schedules and approved personnel changes.
- Compile, validate, and submit required HR and benefits data to Finance, Compliance, and external agencies, ensuring completeness, accuracy, and timeliness of all reports related to staffing, compensation, benefits utilization, and regulatory requirements.

- Monitor and maintain compliance with Alameda County Office of Education (ACOE) requirements, organizational policies, and regulatory standards by tracking compliance obligations, maintaining documentation, and ensuring timely completion of required activities.
- Coordinate and maintain tracking of Memoranda of Understanding (MOUs), charter renewal requirements, and compliance documentation to support timely submissions, approvals, and ongoing organizational compliance.
- Conduct HRIS audits of salary, benefits, stipends, calendars, and position data to identify inaccuracies and coordinate corrections with appropriate district personnel.
- Process personnel changes including salary adjustments, position updates, reassignments, and supplemental pay changes as directed by the Director of Compliance.
- Support the annual performance evaluation cycle, including tracking due dates, providing reminder notifications, organizing evaluation documents, and updating evaluation records in HRIS.
- Assist with communication regarding salary placement, compensation schedules, stipends, and contract interpretations, ensuring clear and accurate information is provided.
- Maintain accurate salary and benefits information within the HRIS through routine data audits, timely updates, cross-checking system entries with supporting documentation, and resolving discrepancies to ensure payroll and reporting accuracy.
- Coordinate documentation for leaves of absence, ensuring employees receive the appropriate paperwork, timelines, and next-step guidance; maintain updated leave records within HRIS.
- Provide accurate data and documentation for internal and external audits related to benefits, salary placement, or personnel transactions.
- Maintain up-to-date knowledge of benefits regulations, salary schedule structures, and personnel processes to support consistent application of district policies.
- Conduct periodic reviews of employee data, employment records, and benefits documentation to ensure compliance with federal and state regulations, internal HR protocols, and audit standards required by governing agencies.
- Prepare reports and summaries related to benefits participation, contract status, personnel changes, and salary updates for review by the Director of Compliance and leadership teams.
- Assist with onboarding by preparing benefits materials for new hires, communicating enrollment steps, and supporting employees through the benefits selection process.
- Collaborate with Finance to ensure salary and benefits data align for payroll processing, budget planning, or state reporting needs.
- Support special projects related to compensation, benefits communication, HR system improvements, and compliance updates as assigned by the Director of Compliance.
- Serve as a primary point of contact with insurance providers and third-party administrators, facilitating timely resolution of benefit inquiries and claims, coordinating information requests, and maintaining productive vendor relationships.
- Maintain thorough and organized electronic and physical files for contracts, benefits documentation, and personnel-related items in accordance with confidentiality expectations.
- Provide proactive and responsive support regarding benefits, compensation, contracts, and related HR functions.
- Administer employee benefit programs by verifying eligibility, processing enrollment and qualifying event changes, coordinating annual open enrollment activities, and ensuring that benefit selections are accurately reflected in all systems and employee records.

Qualifications:

- Bachelor's Degree related to the position or supervised certification, and dated field experience considered.
- Minimum of three years of experience in benefits administration, payroll support, compensation processing, or HR operations.
- Fingerprint clearance and TB test required.

Knowledge and Abilities:

- Benefits programs, eligibility rules, and open enrollment processes.
- Compensation processing, salary placement rules, and personnel transaction workflows.
- HRIS data entry and personnel record management.

- Employee leaves administration (FMLA, CFRA, ADA interactions).
- Applicable federal and state laws governing benefits and compensation.
- Microsoft Office, Google Workspace, and HR information systems.
- Ability to maintain accurate and confidential benefits and salary records.
- Can process contracts and personnel changes with a high degree of accuracy.
- Communicates benefit and compensation information clearly to employees.
- Manages multiple priorities in a fast-paced HR environment.
- Supports performance management processes and maintains related documentation.
- Works collaboratively with supervisors, and external partners.
- Applies rules, regulations, and procedures related to compensation and benefits.
- Solves problems independently and exercises sound judgment.

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