



AIMS K-12
COLLEGE PREP
CHARTER DISTRICT

AIMS K-12 College Prep Charter District Temporary Amendment of Job Positions

March 2020

Position	Job Duties	Amended Duties (Y/N)	New Duties
Superintendent	Lead and direct all activities, schools, and departments of the district	Y	Virtual Work (Leadership)
Head of Schools	Lead and direct the activities of the schools	Y	Virtual Work (Leadership)
Head of Academic	Lead and support the academic activities of the schools and Staff	Y	Virtual Work (Academic Leadership Support)
Deans	Lead and support student engagement, attendance, and school culture	Y	Virtual Work (Student Leadership Support)
CBO	Lead and direct the fiscal activities of the district	Y	Virtual Work (Leadership)
Director	Lead and direct the activities of the Operations Department	Y	Virtual Work (Leadership)
Manager	Lead and direct the activities of the	Y	Virtual Work (Leadership)

	department they oversee		
Coordinator	Lead and direct the activities of initiatives they oversee	Y	Virtual Work (Leadership)
Fiscal Technician	Support the CBO	Y	Virtual Work (Support Financial Work)
Teacher	Instruction of students	Y	Virtual Work (Regularly Scheduled Instruction)
Admin Assistant	Support the Executive or leader they are assigned to	Y	Virtual Work (Leadership Support)
Secretary	Support the board and Superintendent	Y	Virtual Work (Governance and Leadership Support)
Clerk	Community engagement and School or department support	Y	Virtual Work Monitoring: Phone Lines, Camera Support: Teachers, Leaders, Parents
Aide	Support instruction of students.	Y	Virtual Work (Instructional Support)
Social-Emotional Counselor	Social-emotional counseling of students	Y	Virtual Work (Student/Family Support and Engagement)

Reduction, Monitoring, and Assessment

Employee Position Reduction 2019-2020: Cafeteria Staff, Sports Coaches, Interns

Contracted Position Reduction 2019-2020: Custodial and Maintenance, Security Guard, Food Delivery,

Monitoring of Hourly Employees: All hourly employees are completing work logs and timesheets for payment. As usual, supervisors approve or deny the timesheets prior to payment taking place. Payroll will not submit payment without proper approval and verification.

Monitoring of Salaried Employees: As usual, monitoring and evaluations of work are taking place. Salaried employees who are not performing their duties within approved guidelines will be subject to be written up, placed on Program Improvement Plans, and possible dismissal of duties.

2020-2021 Planning The Superintendent will be working with the Heads and Department Leads to determine essential positions for the 2020-2021 school year. April to June will be used to determine what is essential to operation for the new program year. A position report will be submitted to the board in the May meeting.