



AIMS Finance Committee Meeting Item Cover Letter

Item: TSA Duties- Amendment to 2023-24 Employment Contract

Presented By: Deborah Woods

Staff Recommendation: Staff recommends that the board approves the amendment to the 2023-24 Employment Contract for Tanya Nelson to include Teacher on Special Assignment duties.

Committee Approval:

Total Associated Cost: 11,000

Included in Budget? YES

Funding Source:

Over/Under Budget?

Amount Over/Under Budget?

Included in LCAP? Yes

Which LCAP?
2023-24

Amendment to the 2023-2024 Employment Contract

This Contract Amendment Agreement (“Amendment”) is entered into by and between American Indian Model Schools, located at 171 12th street Oakland, CA 94607, (“AIMS”) and **Tanya Nelson** concerning additional duties beyond the existing contract.

WHEREAS, the Parties entered into an employment agreement for the 2023-2024 school year (“Employment Agreement”);

WHEREAS, Employee agrees to perform additional duties beyond the scope of their Employment Agreement;

It is hereby agreed that Employee’s Employment Contract shall be amended as follows:

1. Employee agrees to perform any and all additional duties as required by AIMS, including but not limited to:

Teacher on Special Assignment (TSA) Duties

- Curriculum Development and Alignment: Work closely with district curriculum coordinators and administrators to develop, revise, and align curriculum materials with educational standards and best practices. Create unit plans, lesson resources, and assessments that reflect current educational trends and research.
- Professional Development: Facilitate workshops, and training sessions for teachers and staff to enhance their instructional skills and knowledge. Stay updated on the latest pedagogical strategies, technology tools, and teaching techniques and share this information with their colleagues.
- Data Analysis: Analyze student performance data and assessment results to identify trends, areas for improvement, and instructional interventions. Collaborate with teachers to develop strategies that address student needs and enhance overall achievement.
- Instructional Coaching: Provide one-on-one or group coaching to SpEd instructional aides, offering feedback, guidance, and support to improve instructional practices. Model effective teaching methods, provide resources, and help instructional aides implement new strategies in classrooms.
- Collaboration: Collaborate with other educators, administrators, and stakeholders to align goals, share best practices, and promote a cohesive educational environment within the school or district.
- Assessment and Evaluation: Play a role in developing and refining assessment strategies to measure student progress and SpEd instructional aide effectiveness. Assist in designing formative and summative assessments and interpreting their results.
- IEP evaluation participant conducting new testing and/or data collection and submitting a summary of finding report, review existing data and sharing this information at IEP team meetings.

- Leadership and Advocacy: Take on leadership roles within the school or district, advocating for educational improvements, participating in committees, and contributing to decision-making processes.
 - Other responsibilities assigned by direct supervisor
2. These additional duties are beyond the scope of the Employee's existing Employment Agreement and may be performed before or after regular school hours;
 3. In consideration for the work to be performed under Paragraph 1 above, AIMS shall provide the Employee a stipend of \$1,000 per month, totaling \$11,000 for the 2023-24 school year.
 4. Payment of Stipend shall be conditioned on Employee submitting weekly timesheets which reflect the additional duties performed.
 5. All other terms and conditions of the Employment Agreement remain in effect, except that if a conflict exists between the Employment Agreement and this Amendment, this Amendment shall control.
 6. Stipend shall only be paid for services performed pursuant to this Amendment; absent a written Amendment, no Stipend shall be paid.
 7. This Agreement shall become effective only upon approval by AIMS' Governing Board.

It is so agreed.

Employee

Date

Direct Supervisor

Date

Superintendent

Date

Board President

Date