

Teacher in Residence Employment Agreement Addendum 2022-2023 School Year

Pre-Employment Requirements

The Employee agrees with the required qualifications of the Teacher in Residence Program listed below:

1. Observed by campus leadership to demonstrate teaching competency.
2. Pass the required AMS assessment(s), if applicable.
3. Possess a high school diploma OR and Associates Degree
4. Currently enrolled, or will be enrolled by December 31, 2022, at a college or university.
 - o If the Employee does not enroll in a program by December 31, 2022, the Employee will be removed from the Teacher in Residence Program and relieved of their teaching position, or returned to a Paraprofessional position, if available.
5. Completion of the degree must be scheduled to complete within four (4) years of starting the Teacher in Residence Program.

The Employee agrees to provide Human Resources the following within ten (10) days of the acceptance of into the Teacher in Residence program:

1. Copy of High School Diploma or Associates Degree
2. Copy of current college transcripts
3. Copy of current, or upcoming, class schedule, and documentation of credit hours enrolled, or within 10 days of the December 31, 2022 deadline.

If additional time is required to enroll or complete requirements for college enrollment, the Employee is to contact Human Resources for an extension.

The Employee must sign their AMS Employment Agreement outlining specific employment responsibilities.

Employment Requirements

New Teacher Academy

The Employee agrees to attend the New Teacher Academy during the 2022-2023 School Year. Details will follow. Employee will be required to participate in some or all classes depending on performance. Time will be compensated at a designated rate to be announced.

Continued Education

The Employee agrees to maintain enrollment in a qualified degree program throughout their participation in the Teacher in Residence Program.

The Employee agrees to maintain the required credit class load for projected graduation in four (4) years. Any exception to this required credit hour class load must be requested by the Employee and approved by Human Resources. If credit hours are insufficient in any semester, Employee should schedule a meeting with the Human Resources to discuss a plan of completion.

The Employee agrees they must enroll in enough credits to be considered "part-time", generally, six (6) credit hours.

Employee Initials: _____

***Proof of Continued Education***

The Employee must provide Human Resources documentation of continued enrollment in a qualified degree program, such as transcripts or grades, after each semester. Documentation must be submitted within ten (10) days of the semester ending.

The Employee agrees failure to provide the required documentation may result in disqualification from the Teacher in Residence program and possible position change. AMS has sole discretion on the Employees continued participation in the Teacher in Residence program.

Enrollment/Break in Continued Education

The Employee agrees if at any time they unenroll from the qualified degree program they are subject to disqualification from the Teacher in Residence program.

If an Employee requires a break in enrollment, the Employee is required to contact Human Resources with an official request to be granted a reasonable break in enrollment. If granted, the Employee agrees to any conditions for continued participation in the Teacher in Residence program.

Acceptance of Teaching Responsibilities

The Employee agrees and understands they will be the teacher of record of the class. The Employee will be required to complete all tasks and responsibilities as the teacher of record. Responsibilities include, but are not limited to, testing, parent communication, classroom management, homework requirements, and daily duties.

The Employee agrees they are required to attend all required teacher-related events, including, but not limited to, professional development, parent-teacher conferences, staff meetings, and to participate in the community of the school as required by school leadership. For complete responsibilities, see teacher manual.

The Employee is required to follow all required evaluations standards. If the Employee fails to meet performance expectations, they will be held to the same expectations and consequences as all teachers.

Salary, Stipend, and Calendar Acceptance

The Employee agrees to the salary outlined on their Employment Agreement. The Employee will be paid in accordance with standard payroll processes.

The Employee acknowledges they will follow the outlined teacher calendar with the outlined breaks and days offs.

The Employee is eligible to participate in programs to earn additional funds, outside of their salary, such as club sponsor, before/after care, or tutoring.

Completion Requirements

The Employee agrees to complete their degree within four (4) years of enrollment in the Teacher of Residence program.

Employee Initials: _____



The Employee agrees it is their sole responsibility to complete courses to achieve graduation within four (4) years.

If the Employee requires an extension, the Employee is required to contact Human Resources for approval. AMS reserves sole discretion on providing an extension on completion.

The Employee agrees failure to complete their degree within four (4) years will disqualify them from Employment in Residence program and they will forfeit any rights or claims to Graduation Bonuses.

2022-2023 Bonuses

The Employee will receive, if applicable, teacher bonuses. Including performance-based bonuses, retention bonuses, and any other applicable bonuses.

The Employee agrees any agreed upon bonuses for any position other than a Teacher in Residence are void.

Continued Education Bonuses

The Employee agrees to the below bonus structure and payout calendar. AMS reserve sole rights and discretion for changing the bonus structure at any time.

At the completion of each semester (Fall and Spring), the Employee will receive a bonus for completion.

The Employee must submit their transcripts or grades demonstrating a passing grade to receive the bonus at the end of each semester (Fall and Spring).

Bonus Structure

	Program A	Program B
Per Semester Bonus	\$3,000	\$2,500

Program A: Middle School Math, Middle School Language Arts, Middle School Science, Technology (Computer Science & Engineering)

Program B: All other teaching positions

Bonus Payout Schedule

Bonuses are paid out at the end of the semester, typically, in January and June.

Conditions of Bonus Payout Schedule

The Employee agrees that to receive any Continued Education Bonuses, they must be an active employee at AMS.

If the Employee is in active resignation period or pending separation, the Graduation Bonus will not be paid. Should the employee be terminated or not renewed for any reason, Employee forfeits the right and claim to any portion of the bonus.

Employee Initials: _____



Promotion from Teacher in Residence

The Employee acknowledges once they have completed the required degree program, they will receive a promotion to the title of "Teacher" The new teaching position will follow all teacher-related calendars and salary schedules.

Demotion or Separation from Teacher in Residence Program

The Employee agrees if they are terminated or demoted for cause or resign during the Teacher in Residence program, they forfeit all accrued graduation bonuses.

The Employee agrees if they are separated or demoted without cause, they will be paid a prorated bonus based on their total number of semesters completed. Any uncompleted semesters will not be paid.

Employee:

Name

Signature

Date

Employer:

Signature

Date

Employee Initials: _____