



Today's Scholars – Tomorrow's Global Visionaries

Teacher in Residence Program
Human Resources
Standard Operating Procedure

Purpose

To define the processes and procedures for AMS' Teacher in Residence (TIR) program.

Scope

Human Resources

Policy

Program Outline

The Teacher in Residence (TIR) program offers candidates the opportunity to gain experience in the classroom while completing their college degree. They will earn education bonuses where AMS will assist in the cost of their education, further enriching the career of teachers. The program places qualified personnel into classrooms for the continued betterment of our scholars.

Procedure

Step One

Human Resources is notified an employee (current or new hire) is joining the TIR Program.

Step Two

The employee is contacted to provide information pertaining to their eligibility in the program with the email below:

Hello {EMPLOYEE NAME},

Welcome to the AMS Teacher in Residence Program. We are happy to partner with you in your journey.

Before we can provide you an official offer, we will need the following information:

Name of College/University you are attending

Copy of High School Diploma

Degree Program

Status (enrolled or pending enrollment)

If pending enrollment, when is the first class begin

Classes Enrolled

Copy of any transcripts of classes completed thus far

Once we receive the information requested above, we can move forward with an official offer. In addition to the standard employment agreement, you will receive an additional addendum specific to the Teacher in Residence Program.

Again, welcome and we are excited to see the amazing things you do to provide our scholars the best education.

Thanks,

Step Three

Once all information is received, Human Resources will provide the employee the standard teaching agreement and the Teacher in Residence Addendum through the HRIS.

***Reference: Teacher in Residence Addendum*

Step Four

Human Resources will enter the employee's name on the Teacher in Residence Participate List on the HR SharePoint Drive with the information provided.

Step Five

Once the employee has signed the agreement and addendum, they are advised to submit their current/upcoming classes in the HRIS.

Paycom → Documents → Add Document → Semester ** Classes

TIR Participates will upload classes twice per year, Fall and Spring

Step Six

Human Resources will verify the classes for validity.

Valid Classes

1. Dates are within current semester
2. School is valid
3. Information belongs to employee

Once validated, update the TIR Participants list with the information and valid. This information will later be used to validate the payment of the education bonus.

Step Seven

Once the semester is over, Human Resources will request the TIR Participants submit their semester grades through the HRIS.

Paycom → Documents → Add Document → Semester ** Grades

Step Eight

Human Resources will verify the grades for validity.

Valid Classes

1. Dates are within current semester
2. School is valid
3. Information belongs to employee
4. Grade is not failing (F) or withdraw

If the employee withdrew/dropped from the class or received an F-letter grade, the educational bonus will not be paid.

Step Nine

Human Resources will submit through the HRIS the educational bonuses for payment.

Paycom → Talent Management → Personnel Action Forms → Create Personnel Action Form → Employee Name → One-time Payment



Complete the Personnel Action Form

PAF Reason: Stipend – EDU

Effective Date: first day of pay period

Display in ESS Profile: not checked

Employee Status: DO NOT CHANGE

Earning Code Payout Date: Check Date

Earning Code Payout Amount: Stipend Amount

Comments: TIR Payout

Create Personnel Action Form

Select a PAF action type for your employee *

PAF Reason *

PAF Approval Workflow *

Effective Date * (**Any payroll processed on or after this date will include these changes)

Display in ESS upon Final Approval

Employee Status

One-Time Payroll Action: Stipend - EDU

Earning Code EDU Stipend[S04] Payout Date

Earning Code EDU Stipend[S04] Payout Amount

Comments

Upload Supporting Documentation

Step Ten

Repeat the steps for every TIR employee and semester

Teacher in Residence Program Information

Pre-Employment Requirements

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

1. Possess a high school diploma OR and Associates Degree
2. Currently enrolled or will be enrolled within 30 days of their start date, at a college or university.
3. Interviewed and approved by campus leadership
4. Completion of the degree must be scheduled within five (5) years of starting in the TIR Program.



If the Employee does not enroll in a program by the established deadline, the employee will be removed from the Teacher in Residence Program and relieved of their teaching position or returned to an available paraprofessional position.

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

- Copy of High School Diploma or Associates Degree
- Copy of current college transcripts
- Copy of current, or upcoming, class schedule, and documentation of credit hours enrolled

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. 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 five (5) 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.

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.

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.

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).

	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.

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.

Salary, Stipends, Bonuses, & Pay Schedule

Salary Range: \$35,000 to \$38,000

Salary Schedule: 1.75% increases

Pay Structure: TIR employees are paid as traditional teachers.

Work Calendar: TIR employees will follow the established teacher calendar.

Stipends: TIR employees are permitted to participate in supplemental pay activities, such as club sponsorship, before/after care, and/or tutoring.

Bonuses: TIR employees are eligible for all teacher bonuses, including retention and performance bonuses.