

*CITY OF PHOENIX*  
*PHOENIX OFFICE OF ARTS AND CULTURE*  
**GENERAL CONTRACT**

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NAME: Teaching Artist

ADDRESS:

CITY: Phoenix

STATE: AZ

ZIP: 85003

PHONE (W): (Cell):

SOCIAL SECURITY NUMBER:

OR BUSINESS I.D.:

ACTIVITY: Design Curriculum Workshops

LOCATION: Augustus H. Shaw Elementary School

DATES From: 8-10-07

to: 5-31-08

TIME: 3:00 p.m.

to: 5:00 p.m.

I AM CURRENTLY A CITY OF PHOENIX EMPLOYEE: YES  NO

AMOUNT TO BE PAID \$ 7,200 + \$800 reimburseable supplies Dollars

Payment to be made in eight allocations upon receipt of monthly invoices on: 9/3; 10/1; 11/1; 12/1, 2007; 2/1; 3/1;4/1;5/1, 2008.

Checks will be mailed to the above address.

Description of services to be provided (attach additional sheets if needed):

Teaching artist will design after school program activities directly related to the Making Places curriculum that target at least 20 students of the Augustus H. Shaw Elementary School for a period of 30 weeks, two days/week; provide age-appropriate and attractive recruiting materials or assemblies with the goal of exciting students and their parents about enrolling in the program; provide instruction that is child-centered, reinforcing reading, math and writing concepts; monitor student attendance-taking procedures; participate in orientation sessions, mid-term and final evaluation sessions; determine with site coordinator and grade level teachers how to ensure increased communication between school day teachers and after school staff concerning needs of students; plan and implement activities for culminating event; plan and implement related field trip/family performances during the two 15-week sessions and attend scheduled training sessions. Teaching artist will obtain fingerprint clearance card and provide a copy of the card or application for the card to the 21CCLC project manager.

Please review the terms and conditions on the back of this contract before signing.

I have read the contract and agree to the terms and conditions thereof, including the period and nature of my services, rate, and time(s) of payment.

For Official Use Only	
COST CENTER or PROJECT # _____	GL # _____
CONTRACT SUBMITTED BY _____	TITLE _____ DATE _____

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first set forth above.

“CITY”

By: \_\_\_\_\_  
Executive Director  
Phoenix Office of Arts and Culture

APPROVED AS TO FORM:

“ARTIST”

By \_\_\_\_\_  
Acting City Attorney

By \_\_\_\_\_

ATTEST:

By \_\_\_\_\_  
City Clerk



CITY OF PHOENIX

CONTRACTOR TERMS AND CONDITIONS

1. Contractor understands the City of Phoenix has an established policy of compliance with P.L. 93-112 Section 504 and P.L. 94-142 of the Americans with Disabilities Act.
2. Any contractor in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, religion, national origin, age or disability nor otherwise commit an unfair employment practice. The contractor will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment without regard to their race, color, religion, gender, national origin, age, or disability. Such action shall include, but not be limited to the following: employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training; including apprenticeship.
3. Contractor agrees that no member, official, or employee of the City shall have any direct or indirect interest in the agreement, nor participate in any decision relating to this agreement which is prohibited by law. All parties to the agreement acknowledge that this agreement is subject to cancellation by the City pursuant to the provisions of Section 38-511, Arizona Revised Statutes.
4. Contractor shall be in compliance with Immigration Reform and Control Act of 1986 (IRCA). Contractor understands and acknowledges the applicability of the IRCA to him. Contractor agrees to comply with the IRCA in performing under this agreement and to permit City inspection of his personnel records to verify such compliance.
5. Contractor understands that under this contract he is not an employee of the City and does not have any Civil Service or retirement rights. Contractor serves the City as an independent contractor only and agrees to indemnify and hold the City harmless from any finding to the contrary.
6. There is no medical or workers' compensation coverage provided by the City of Phoenix. Contractor is personally responsible for providing such coverage on his own behalf, as he sees fit.
7. Contractor shall submit the required Equal Employment Opportunity form(s) to the Phoenix Arts Commission liaison before the contract is processed for approval.
8. The Contractor shall be the last signator on the Contract.

The Phoenix Office of Arts and Culture prohibits and does not practice discrimination on the basis of race, color, national origin, sex, religion, sexual preference, or handicap in it's programs and activities.