



McAuliffe

Christa McAuliffe Charter School

July 7, 2017

Dear -,

The Board of Trustees and I are pleased to offer you an at-will position at the Christa McAuliffe Charter School as the - for the 2017-18 school year. Your full-time (12 month) employment will begin on August 16, 2017. Should you be required to work before that, you will be compensated at an hourly rate for the time/days that you work. You will report to the Executive Director and be expected to perform the major responsibilities identified in the job description with the highest degree of competence, diligence, and effort.

Your annual compensation will begin at \$- per year, paid \$- twice monthly. You will be eligible for annual salary increases based upon your performance. Additionally:

- As a full-time hire you are eligible for medical and dental insurance. Depending on your plan selection, McAuliffe will cover up to 75% of the annual premium. You will also receive Short Term/Long Term Disability and Life Insurance (Specifics Outlined in our Benefits at a Glance Package).
- You will be eligible to accrue 9 personal days annually.
- You may also participate in benefits programs that do not include an employer contribution but are provided through group rates and payroll withholdings. These include enhanced life insurance and a 403b retirement savings plan.
- You will have the opportunity to participate in professional development offerings through EL Education and other groups, as well as special events, as you and your supervisor determine appropriate.
- McAuliffe school leaders are expected to participate in fieldwork -- including at least one overnight trip per year -- as well as evening events such as celebrations of learning and other school-related functions pertinent to your job responsibilities.
- As the Culture & Character Coach, you will be a facilitator or co-facilitator of Culture Team, which meets after school once per week.
- Subject to approval, McAuliffe will reimburse you for reasonable business expenses that are necessary for and incurred in the performance of your job functions.

I am confident that with your experience, skills, and passion, you will make a substantial contribution to the McAuliffe program and student services department. I look forward to you joining our Crew!

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristin Harrison'.

Kristin Harrison
Executive Director

Acknowledgement and Acceptance:

I hereby accept this offer of employment with the Christa McAuliffe Charter School based upon the terms and conditions set forth above and agree to abide by all relevant laws, Board of Trustees policies, and administrative rules and regulations that apply to my position. I acknowledge that no other promises or inducements, whether oral or in writing, have formed the basis of my acceptance of this offer.

Signature

Date

cc: Matt Ehrenworth, Director of Business & Operations