

# **The Benjamin Franklin Classical Charter Public School**

*The mission of the Benjamin Franklin Classical Charter Public School is to assist parents in their role as primary educators of their children by providing the children with a classical academic education coupled with sound character development and community service.*

## **Letter of Appointment for the School Year 2016-2017**

The Head of School, acting for the Board of Trustees, is pleased to appoint XXXXX to the position of Assistant Head of School.

This appointment carries with it reasonable obligations and duties in connection with the general functioning of BFCCPS. You will maintain a culture that is intellectual, respectful and nurturing of students, in a confidential environment. Your assignment, duties, and classification are subject to change based upon the needs of the School and the students it serves.

Your employment is subject to the conditions outlined in the most recent Employee Policies and Procedures Handbook. It is important that you review and familiarize yourself with the School's policies and procedures set forth in the Handbook. The policies and procedures are subject to change and are not intended to, and do not, establish a contract of Employment.

### Salaries

Your salary is as outlined on the attached Confirmation of Terms of Employment. Please refer to the compensation policy for more detail.

### School Day

Working hours are 8:00 a.m. until 4:00 p.m., unless otherwise assigned by the Head of School. All faculty/staff are required to be on-site during instructional hours and through dismissal, inclusive of lunch, unless other arrangements have been approved by the HOS. Your duties may include lunch, recess, arrival/dismissal and/or advising.

### School Year

You are considered a year-round employee scheduled to work between July 1 and June 30 of each school year, including orientation, professional development and parent/teacher conference days.

### After/before school meetings and events

All faculty meetings are mandatory. You may be responsible to attend public events during the year as requested. This may include parent information evenings, recitals, family picnics, school musicals, and any other events that may occur.

### Benefits

Attached is your benefit worksheet with the details of what is offered by the school. Insurance premiums are subject to change during enrollment periods. You will be given timely notice to make any changes. June is open enrollment for health and dental insurance if you decide to enroll after having been hired.

We welcome you and anticipate that you will make an enthusiastic and energetic contribution to the School. We likewise pledge the same level of enthusiasm so that together we provide the highest quality education experience for students and their families. We look forward to working together in a community of mutual respect, collegiality, and support. If you accept this position, and pledge to fulfill any specific contingencies listed at the bottom of this sheet, please sign and return both this form and the attached confirmation of Terms of Employment and Benefits. A fully executed copy will be returned to you.

*General Contingencies: This agreement is contingent on Board of Trustees approval of the FY17 budget. It is also subject to stable enrollment at the school and Department of Elementary and Secondary Education, and final approval of the State Budget. Please be sure to familiarize yourself with the policies of the Employee Policies and Procedures Handbook.*

Sincerely,

\_\_\_\_\_  
Head of School or designee

\_\_\_\_\_  
Date

I understand this is an at-will employment relationship, and I hereby accept the terms of this at-will employment as set forth in this Letter of Appointment. I 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