



DATE

Dear **DATE**,

Lowell Community Charter Public School is pleased to offer you the position of **Teacher**. The purpose of this letter is to outline the terms of your employment subject to the terms of Lowell Community Charter Public School policies and other agreements. Enclosed with this letter is a copy of the current job description for the position.

*Mission Statement:*

*Lowell Community Charter Public School exists to graduate creative, confident and independent thinkers, global citizens and leaders who give back to their community. We will provide a comprehensive education giving students the knowledge, skills and ways of thinking that ensure their success in high school and preparation for the opportunity to go on to college. We expect our students to strive for excellence in academic achievement and personal conduct within a joyful, supportive culture. The diversity within our students, staff, families and community and the many nations from which we come is a source of strength and an opportunity for learning.*

**POSITION**

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This position is a Full Time, Regular, Exempt position for purposes of federal wage-hour law.

**REPORTING STRUCTURE**

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You will report to Principal or his/her designee.

**START DATE**

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**ACADEMIC YEAR EMPLOYEES**

Your employment will begin on Thursday, August 01, 2019. This agreement is for the 2019-2020 academic year which begins on August 1<sup>st</sup> and ends on/or around June 19, 2020. While the first and last days of school is yet to be determined, your participation in all orientation and professional development programs prior to the School's first academic day is required. This Agreement expires on the **last day of school** for the **2019-2020** academic year unless specifically renewed, in writing, for the next Academic Year.

**COMPENSATION**

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**EXEMPT EMPLOYEES**

The School will pay you a salary of **SALARY** on an annual basis, payable in accordance with the School's standard payroll schedule and will be subject to deductions for taxes and other withholdings as required by law or school policies. The annual pay is spread over the course of 12 months for employees that work through the final day of the academic year; however, if you voluntarily resign or are involuntarily terminated, you will be paid through the last day worked.

**PAID TIME OFF**

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This position is eligible for the School's Paid Time Off program. Please refer to the employee handbook that has been provided with this offer for specifics regarding our accrual rate. The Lowell Community Charter Public School reserves the right to change employee paid time off programs at any time at the School's choosing.



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## **HOLIDAYS & SCHOOL BREAKS**

### **FULL-TIME TEACHERS/INSTRUCTIONAL STAFF/ETC.**

You are not expected to work on days on which the school closes for school breaks and holidays. However, you will continue to receive your salary during school breaks and holidays. All are expected to participate in professional development days which will typically include two weeks and one day prior to the opening of school and all early release days throughout the year.

### **BENEFITS**

This position is eligible for School offered benefits. Please refer to the Benefits-at-a-Glance document that has been provided with this offer. The Lowell Community Charter Public School reserves the right to change employee benefits at any time at the school's choosing. Benefit coverage is provided for the entire year (August 1 – July 31) for employees that work through the final day of the academic year; however, if you voluntarily resign or are involuntarily terminated, your benefits will be terminated on the last day worked.

### **WORK HOURS**

Please refer to the employee handbook regarding work schedules.

### **AT-WILL EMPLOYMENT**

Employment at Lowell Community Charter Public School is on an "Employment-At-Will" basis. In other words, you or the School may terminate employment for any reason and at any time, with or without notice. Similarly, the terms of employment outlined in this letter are subject to change at any time.

### **EMPLOYMENT CONTINGENCIES**

This offer of employment is contingent upon these additional items, as follows:

- That you are legally eligible to work in the United States. In accordance with the Immigration Reform and Control Act of 1986, we are required to have an Employment Eligibility Verification Form I-9 on file. On your first day of employment you will be asked to present a document or documents that establish identity and employment eligibility. A page of eligible documents is attached.
- You will be expected to be in the full-time employment of the School to devote substantially all of your professional time and attention; and exert your best efforts to the performance of your duties, and to service the School diligently and to the best of your ability. You agree to abide by all School policies, practices and procedures and all legal/regulatory requirements as they pertain to holding the position of a teacher in the Commonwealth of Massachusetts and under US federal law/regulation as may exist.
- This offer is conditioned on your representation that you are not subject to any confidentiality or non-competition agreement or any other similar type of restriction that would affect your ability to devote the agreed upon forty hours per week.
- That you submit to our Pre-Employment Screening process that includes:
  - Satisfactorily providing the teaching credentials and other records and information required by law, Massachusetts Department of Education, or the School.
  - That the School has received a CORI report and a state and national fingerprint-based criminal background check report, both of which are satisfactory to the School, at its sole discretion.
  - Receipt of proof of all requirements to teach in the Commonwealth of Massachusetts including successful completion and scores of the MTEL Communications and subject tests, if applicable. Such certification must remain in good standing throughout the terms of your employment.
  - Satisfactory Employment References



This offer letter and the documents referenced within supersede any other written documents or conversations about such terms of your employment. I am very pleased that you will be joining our School and I am certain you will find your work to be both challenging and rewarding.

Please acknowledge your acceptance by signing below and returning to me via e-mail or hard-copy mail. Please do not fax this offer to our main office in order to maintain privacy regarding employee salary information. This offer of employment expires on Friday, June 21, 2019, by 4:00 pm.

Congratulations NAME! I am sure you will find the work at Lowell Community Charter Public School to be both challenging and rewarding. We are very pleased that you will be joining us as a member of our team!

If you should have any questions regarding this employment offer, please feel free to reach out the Chief Operating Officer or myself.

Sincerely,

Nicholas Leonardos  
Executive Director

I hereby accept your offer of employment on the terms set forth in this letter.

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Employee Name

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Employee Signature

\_\_\_\_\_  
Date