



{Date}

Dear NAME:

I am very pleased to confirm our offer to you of the position of {School Administrator Position} with Phoenix Charter Academy Network (The "School"). We are excited to invest in your development as an educational leader here at Phoenix and for you to invest in our students. You will report to the Head of School or their designee.

The term of your employment is July 1, 2021 to June 30, 2022. Unless your employment is extended, by mutual agreement and in writing prior to June 30, 2022, your employment would end on that date. Please note: this letter is not a contract and it is not intended to create any contractual obligations on the part of you or the School. This is also no guarantee of employment for any length of time. Your employment with the School is on a "at will" basis which means that, notwithstanding the dates noted earlier, either you or the school can end the employment relationship at any time, for any reason, with or without prior notice.

You will be an Exempt employee and your base salary will be at the bi-weekly rate of \$XXXX, annualized at \$XXXX subject to applicable payroll deductions and required withholdings, and will be paid in accordance with the School's customary payroll practices.

You will also be provided with up to 8 personal/sick days for the 2021-2022 Academic Year, which will be granted on a pro rata basis beginning on your start date and ending on your end date stated above. You will also be provided with vacation days to be used over the summer (July and August) while school is not in session and with the approval of your supervisor.

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 responsibilities, and to work for the School to the best of your ability. Your day to day responsibilities are determined by the Head of School to best serve the needs of our school and students.

This job offer is contingent upon the following:

- You are legally eligible to work in the US as documented on an I-9 form.
- Receipt by the School of a CORI report that is acceptable to the School, at the School's sole discretion.
- Receipt by the School of proof of all requirements to teach in the Commonwealth of Massachusetts including successful completion and scores on the MTEL Communications and subject tests, if applicable.
- Such certification must remain in good standing throughout the term of your employment, if applicable.
- Please return your signed offer letter by Monday, March 29<sup>th</sup>, 2021, your offer is void after this date.

Beth Anderson  
CEO  
Phoenix Charter Academy Network

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

\_\_\_\_\_  
XXNAMEXX

\_\_\_\_\_  
Date