

GREENFIELD PUBLIC SCHOOLS  
SCHOOL COMMITTEE OF GREENFIELD, MASSACHUSETTS

**CONTRACT OF EMPLOYMENT**  
**INTERIM ASSOCIATE PRINCIPAL, GREENFIELD MIDDLE SCHOOL**

It is hereby agreed by and between [REDACTED], **Superintendent** of Greenfield Public Schools, City of Greenfield, Massachusetts (hereinafter called the "Superintendent") and [REDACTED] (herein called the "Interim Associate Principal") that the said Superintendent does hereby employ [REDACTED] as **Interim Associate Principal, Greenfield Middle School** and that [REDACTED] accepts employment as Interim Associate Principal upon the terms and conditions hereinafter set forth.

I. **DUTIES**

The Interim Associate Principal is responsible for enacting applicable policies of the School Committee, State Laws, and State Department of Education regulations, and assists the principal in providing the highest quality education possible for all students.

General Interim Associate Principal responsibilities include assisting the Superintendent and Principal in the following ways:

- A. Regularly monitor student achievement data, faculty needs, school performance reviews, and other information necessary for developing and accomplishing measurable school improvement goals; use data walls or achievement growth monitoring systems;
- B. Regularly monitor student behavior and ensure school rules are being upheld. In the event of a discipline matter, Interim Associate Principal will ensure that detentions, in-school suspension and/or out of school suspension paperwork and/or restorative practice paperwork is handled within 24 hours of the occurrence and parents/guardians are contacted regarding such discipline. All paperwork and contact with parents/guardians should be documented appropriately.
- C. Learn skills of succinct, focused teacher observation and evaluation; assist with timely teacher observations, teacher evaluations, and related teacher goal-setting in conformance with negotiated Educator Evaluation guidelines;
- D. Ensure induction and orientation programs at the school level are in place for new personnel;
- E. Develop and implement with Principal's approval programs that develop student leadership and responsibility, attendance, and habits of scholarship;
- F. Assist with any district-wide or school-wide studies and reviews, as directed

- G. Coordinate events that draw in families and connect to learning objectives, e.g. science fair event, lecture series, family math or film night, pen-pal project, film festival evening;
- H. Create and maintain a school community culture that fosters respect, responsibility, creativity, and scholarship;
- I. Ensure that evaluations are completed for assigned support personnel, including teacher assistants, custodians, administrative assistants, and other faculty of the school system. Follow the Massachusetts Educator Evaluation process as adopted by Greenfield Public Schools and the Greenfield Education Association.
- J. Provide leadership in assigned curriculum areas, e.g. literature, trauma-sensitive practices, progress reporting;
- K. Coordinate with student services staff to ensure students with unique learning, health, and emotional needs have the support and attention that is required by IEPs and/or 504 plans; and
- L. Coordinate grade-to-grade and school-to-school transition planning, as assigned;
- M. Other duties as assigned.

II. TERM

- A. The term of said employment for this contract is for one (1) fiscal year: **July 1, 2021 and through June 30, 2022**, with an actual start date of September 27, 2021.
- B. The Superintendent and Interim Associate Principal can agree to extend this contract beyond its term.

III. COMPENSATION

The base salary of the Interim Associate Principal is **\$83,000 in 2021-2022** for a 12-month period (July 1, 2021 to June 30, 2022) with pro-ration, as appropriate, for actual start date of September 27, 2021. The salary in any subsequent years shall be as negotiated between the Superintendent and the Interim Associate Principal. Any adjustment in salary made during the life of this contract shall be in the form of a written amendment and shall become part of this contract.

Should the salary change, it shall not be considered that the Superintendent has entered into a new contract with the Interim Associate Principal or that the termination date of the existing contract has been extended. The parties understand that some or all of this salary may be grant-funded. The base salary may be adjusted for additional duties, if assigned, such as coordinating a district-wide grant program.

IV. FRINGE BENEFITS AND WORKING CONDITIONS

The parties hereto agree to the follow annual leave benefits, pro-rated, as needed, for any partial year of employment:

A. Sick Leave

1. The Interim Associate Principal shall receive fifteen (15) paid sick leave days and may accrue up to a total of one hundred eighty (180) sick leave days. The Superintendent may request medical documentation for leave in excess of five (5) consecutive business days.
2. The Superintendent, upon request, will be furnished with proper medical certification when the Interim Associate Principal is using sick leave benefits.
3. Abuse of sick leave, as defined under this Article, will subject an employee to disciplinary action.
4. The Interim Associate Principal will be allowed to use up to five (5) days per year of accumulated sick leave for illness in the immediate family of the Interim Associate Principal. Immediate family is defined to include spouse, children, parents, grandparents, grandchildren, parents-in-law, sister, brother, sister-or-brother-in-law, a member of the immediate household residing with the Interim Associate Principal, or individual for whom the Interim Associate Principal has acted as a parent or legal guardian, with written notification to the Superintendent using the approved process.

B. Bereavement and Emergency Leave

1. Up to five (5) calendar days absence may be granted, without loss of pay, in the event of death in the Interim Associate Principal 's immediate family. The appropriate form(s) shall be filled out to request this leave.
2. One (1) emergency day will be granted each year for the purpose of transacting or attending to an emergency situation. Sufficient information must be provided to the Superintendent so that a judgment can be made that the emergency leave request meets the intent of this paragraph. Reasonable prior notice must be made to the Superintendent unless the circumstances attendant to the leave request preclude such notice. In such circumstances, notification that an emergency day was taken should be sent to the Superintendent as soon after that date as possible. Notice must include the reason for the emergency day. Emergency days will not accumulate from year to year. The Interim Associate Principal may be granted an emergency leave of absence without pay at the discretion of the Superintendent. The length of such leave shall be at the Superintendent's discretion, following a written request by the Interim Associate Principal.
3. Two (2) personal days will be granted per school year with pay for the purpose of

transacting or attending to personal business that cannot be taken care of other than during school hours, such as a personal appointment or obligation.

C. Work Day/Work Year

The annual salary for the Interim Associate Principal covered by this Agreement will be for a twelve-month (12) period plus twenty (20) days of paid vacation leave and fourteen (14) paid state and/or district holidays:

1. State and/or district holidays:  
The following shall be paid holidays, with actual days off according to the approved school year calendar:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day
Patriots Day	Day Following Thanksgiving
Memorial Day	Day Prior to Christmas
Juneteenth	Christmas Day
Fourth of July	
Labor Day	

2. Vacation Days: The Interim Associate Principal shall receive twenty (20) working days of vacation per fiscal year of this agreement. Following the first 12 months, vacation days will accrue at the rate of 1 additional day per year, up to twenty-five (25) days' vacation after five (5) years of service. The additional day is credited on July 1st of any year. No more than five (5) days of vacation can roll over into the following year without the Superintendent's approval. Vacation days must be taken with the prior approval of the Superintendent or their designee.

D. Professional Expenses

Up to \$1200/year for work-related expenses and transportation will be reimbursed for expenses related to the requirements of the position. This includes conference and seminar fees. Additional expenses, with prior approval, may be granted at the sole discretion of the Superintendent.

E. Retirement

The Interim Associate Principal shall be a member of the State Retirement as required by M.G.L. c.32 Section 3.

F. Fringe Benefits

The Interim Associate Principal shall be entitled to participate in benefits provided by the City of Greenfield which are available here: <https://greenfield-ma.gov/f/79/Human-Resources-Benefits>

G. Liability Insurance

The School Committee maintains School Board Liability Insurance which includes coverage for errors and omissions of employees.

V. EVALUATION

The Superintendent or Superintendent's designee and Interim Associate Principal shall set annual goals & shall evaluate progress and performance during the term of this agreement using established forms and procedures. A copy of any written evaluation shall be provided to the Interim Associate Principal and the Interim Associate Principal shall have the right to make a written reaction or response to the evaluation which shall become a permanent attachment to the Interim Associate Principal's personnel file.

VI. TERMINATION

A. The parties may, by mutual consent, terminate the contract at any time.

B. Either party may terminate the contract upon written notice of ninety (90) days. The Superintendent may waive the ninety (90) day notice requirement upon written request from the Interim Associate Principal, but not less than sixty (60) days.

C. The Superintendent may terminate the contract of employment during its term for good cause. The Interim Associate Principal shall not be dismissed unless they have been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal. The employee may request a meeting, and be given a reasonable opportunity within seven (7) days after receiving such notice to review the decision with the Superintendent. At such meeting such employee may be represented by an attorney or other representative to present information pertaining to the bases for the decision and to such employee's status. The Interim Associate Principal may seek review of a dismissal or demotion decision by requesting a hearing with the school committee.

VII. GENERAL PROVISIONS

A. If any part of this agreement is invalid, it shall not affect the remainder of said agreement, but said agreement shall be binding and effective against all parties.

B. This contract contains the entire agreement between the parties. It may not be amended

orally but may be amended only by an agreement in writing signed by both parties.  
Commencing upon signing, it supersedes all prior agreements between the parties.

IN WITNESS WHEREOF, the undersigned have agreed to this contract the day and year aforesaid.

\_\_\_\_\_  
[REDACTED]  
Superintendent of Schools

\_\_\_\_\_  
[REDACTED]  
Interim Associate Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date