



XX/XX/XXXX

XXXXXX  
XXXXXX  
XXXXXX

Dear XXXXXX:

I am very pleased to offer you the position of XXXXXXXX Teacher with Excel Academy Charter Schools (the "Network"). The term of this Agreement is for the 2016-2017 academic year. While the first day of school is not until late August, your tenure will include participation in new-staff orientation which takes place starting no earlier than August 1, 2016.

You will be an Exempt employee, and your base salary will be at the semi-monthly rate of \$X,XXX (annualized at \$XX,XXX), subject to applicable payroll deductions and required withholdings. It will be paid in accordance with the Network's customary payroll practices. You will also receive the same standard employee benefits, privileges and services as other full-time Exempt employees of the Network receive.

This letter is not, nor is it intended to be, a contract nor does it establish any contractual obligations of any type. You hereby acknowledge that your employment with the Network is "at will," which means that either you or the Network can end the employment relationship at any time, for any reason, or for no reason at all, and this offer letter does not constitute a guarantee of employment for any specific period of time.

This offer of employment is contingent upon the following:

- That you register to take the Massachusetts Test for Educational Licensure (MTEL) exam(s) required for the content area(s) that you will be teaching by September 1<sup>st</sup> and pass these exams by December 1<sup>st</sup> of that same year;
- That you complete the Sheltered English Immersion certification offered by the Department of Elementary and Secondary Education (DESE) within the DESE-mandated participation schedule;
- That you have made written disclosure to the Network of any conviction for a felony or an offense;
- That you are legally eligible to work in the United States as documented on an I-9 form; and
- Receipt by the Organization of a SORI report and a state and national fingerprint-based criminal background check which are satisfactory to the Organization, at the Organization's sole discretion. Guidance related this background check will be e-mailed to you prior to your first day of employment.

If this meets your approval, please sign where indicated below.

I am very pleased that you will be joining the Excel Academy team, and I am certain you will find your work to be both challenging and rewarding.

Congratulations!

XXXXXXXXXX  
Head of School  
Excel Academy XXXXXX

XXXXXXXXXX  
Chief Executive Offer

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

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

Start Date: August 1, 2016