



# Lawrence Family Development Charter School

[www.lfdcs.org](http://www.lfdcs.org)

*strengthening families...building community*

Academy for Early Academic Preparation (K-1-Grade 1)  
10 Railroad Street, Lawrence, MA 01841  
Ph: 978.258.6210

Lower School (Grades 2-4)  
34 West Street, Lawrence, MA 01841  
Ph: 978.689.9863 \* Fax: 978.689.8133

Upper School (Grades 5-8)  
400 Haverhill Street, Lawrence, MA 01841  
Ph: 978.738.0609 \* Fax: 978.738.0634

Date

XXXXXX  
XXXXXX  
XXX, XX XXXXX

Dear XXXX,

We are pleased to offer you the position of Director/Superintendent for Lawrence Family Development Charter School (LFDCS). This is an exempt position. You are scheduled to work 40-hours per week. You will be paid \$X, XXX bi-weekly, which when annualized is equivalent to \$XX, XXXX.

You will report to LFDCS Board of Trustees (in consultation with Lawrence Family Development, Inc. Board of Directors). LFDCS Board of Trustees will arrange a schedule that meets the responsibilities of your position. Your start date is XXX, XXXX. On your first day, you will be given an orientation by Human Resources. Please report to 34 West St at 8:30 a.m. Please bring appropriate documentation for the completion of your new hire forms, including proof that you are presently eligible to work in the United States for I-9 purposes.

In addition to your compensation, you will be eligible to receive health and dental insurance, 403B retirement benefits, long-term disability, life insurance, tuition reimbursement, vacation, holiday pay, sick days, personal days and bereavement days. If you have any questions concerning benefits, please feel free to contact Scott Flagg, Human Resources Director, at 978-689-9863 ext 116.

LFDCS requires, in accordance with state law, that a CORI check and /or reference is performed on all of its employees. Your job offer, therefore, is contingent upon a clearance of such background investigation and/or reference check. Also, your employment with LFDCS is at-will.

We look forward to hearing from you about this offer. Please indicate your acceptance of our offer by signing below and returning a copy of the letter, with your original signature, to me no later than XXX, XXX.

Sincerely,

LFDCS Board Chair (on behalf of Board of Trustees)

Accepted By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date