

Dear Boston Teacher:

It is with incredible excitement that we offer you a position at KIPP Massachusetts (“KIPP MA”) as a **Lead Teacher** on an exempt, full-time basis [FTE=1.00] at **KIPP Academy Boston (KAB)** for the **2024-2025 school year** (otherwise known as the “Fiscal Year” which runs from July 1 to June 30), effective **July 1, 2024**. I have no doubt that your passion and commitment will make the ultimate difference in helping our students and organization succeed. This offer letter sets forth the terms and conditions of your employment at KIPP MA to the extent you choose to accept this offer, although they are subject to change as the needs of KIPP MA evolve and your employment continues.

Reporting and Schedule. In this role, you will report directly to the Principal. This position follows the **School Year calendar**. Please refer to the [KIPP MA Employee Handbook](#) for details regarding that calendar. Please note that KIPP MA will set your working conditions, including your working hours. However, please note that on average, full-time KIPP MA employees work 45 hours per week. Notwithstanding the foregoing, you will be expected to work as many hours as necessary to fulfill the responsibilities of this position.

Responsibilities. You will be responsible for performing all duties appropriate to your position during the course of your employment, in accordance with the job description enclosed herein and any such responsibilities that are otherwise reasonably associated with your position. You will be expected to devote your best efforts and full attention to the performance of such duties during your working time. As a KIPP MA employee, you will be required to comply with the provisions of the [KIPP MA Employee Handbook](#). You are also expected to conduct yourself in a manner consistent with KIPP MA’s mission and value and the highest standards of professional and ethical conduct, and conducive to the maintenance of a productive work and learning environment.

As an educator at KIPP MA, and as a condition of your continued employment, you are required to meet any [MA DESE charter school qualifications and licensure requirements](#) pertaining to your [role](#), as indicated in [KIPP MA’s MTEL/SEI and DESE Compliance Policy](#). Meeting this requirement is the sole responsibility of the employee, and must be completed within the timeframe indicated for your role.

Furthermore, KIPP MA is committed to furthering anti-racism, equity, and racial justice in all our efforts. As an employee of KIPP MA, you are expected to advance the aforementioned commitment in your role and through your daily interactions with students, families, and staff. Any discriminatory behavior, including the abuse of authority, or behavior perpetuating inequities (i.e. harassment or discrimination of non-dominant groups and identities), is both illegal and counter to KIPP MA’s commitment to anti-racism, equity, and racial justice and will be taken seriously and may result in termination.

At-Will Status. Although we hope you will remain employed throughout the Fiscal Year, your employment with KIPP MA is at-will, which means that both you and KIPP MA are free to terminate the employment relationship for any reason or no reason, with or without notice.

Compensation. Your annual base salary (“Salary”) will be \$ (assumes **FTE=1.00**). You will be paid on a semi-monthly basis, at a rate of \$ per pay period, less applicable taxes and withholdings, and distributed in accordance with KIPP MA’s usual payroll practices as may be in effect from time to time. Please note that as a salaried employee on the School Year calendar, if you choose to terminate employment voluntarily prior to the start of the School Year, you will be required to return in full any FY25 payment issued to you.

Benefits. Eligible employees may participate in benefit programs specified in KIPP MA's policies, as they may be in effect from time to time, and made available to similarly situated employees of KIPP MA, including, but not limited to, health and dental insurance benefits. Please refer to the [KIPP MA Benefits Guide](#) for more details.

Retention Bonus. Should you accept this offer and remain employed by KIPP MA after 90 days of your effective start date of the Fiscal Year, KIPP MA will pay you **\$2,000**, less all applicable taxes and withholdings, as a retention bonus. Note that a KIPP MA staff member can only receive one total signing or retention bonus per Fiscal Year.

Leave. You may be eligible for leave, such as Paid Time Off and Sick Leave, in accordance with the policies set forth in the [KIPP MA Employee Handbook](#), as such policies may be in effect from time to time.

Employment Contingencies. This offer of employment is contingent upon you being legally eligible to work in the United States. This offer is also conditioned upon the successful completion of a Pre-Employment Screening Process as required by law, with results that are satisfactory to KIPP MA, in KIPP MA's sole discretion. The Pre-Employment Screening Process includes a state and national fingerprint-based criminal history record check and a Massachusetts Criminal Offender Record Information Check. Your employment is further conditioned on the successful completion of such background checks periodically throughout your employment, with results that are satisfactory to KIPP MA in KIPP MA's sole discretion.

Prior to the commencement of your employment at KIPP, KIPP may share information with you for the sole purpose of allowing you to prepare for such employment. This information is confidential and must be treated as such. Any improper use or disclosure of this information may result in the revocation of this offer of employment.

Adherence to Policies and Laws. You shall adhere to all KIPP MA policies, as well as any state or federal laws and regulations in the performance of your duties. This includes, but is not limited to, laws pertaining to the confidentiality of student record information, mandatory reporting requirements, and policies found in the [KIPP MA Employee Handbook](#).

Miscellaneous. This offer letter and the documents referenced within supersede any other written documents or conversations about such terms of your employment. You understand that no other representations or promises have been made to you about your employment with KIPP MA.

Expiration of Offer. This offer expires on _____ by which time the employer reserves the right to rescind the offer should a response not be received.

The team of KIPP MA joins us in welcoming you. We look forward to working with you in doing whatever it takes to ensure that our students are prepared to maximize their potential in school, career and the world beyond.

Welcome!

**Managing Director of Human Resources
& Talent Development**

Principal



I, **Boston Teacher**, have read and accept this employment offer and its terms and conditions, including the at-will nature of the employment relationship.

Boston Teacher

Date