

**MARTHA'S VINEYARD PUBLIC CHARTER SCHOOL**  
P.O. BOX 1150 W. Tisbury, MA 02575  
PHONE (508) 693-9900 FAX (508) 696-9008  
**Front Office Administrator/Enrollment Coordinator**  
**Step 17**

The Board of Trustees of the Martha's Vineyard Public Charter School is pleased to hire [REDACTED]. We agree to the following conditions and terms.

1. The term of the contract will be from July 1, 2019 to June 30, 2020.
2. Office Hours: Monday-Friday, 8:00-3:30, with 1/2 time during vacations and the summer at the discretion of the director.
3. The employee will supervise the management of the school office and coordinate enrollment. The job description is attached.
4. The salary will be \$79,488.
5. There will be fifteen (15) excused days per year for sickness.
6. There will be five (5) bereavement days per year if needed.
7. There will be three (3) excused days for personal reasons.
8. There will be 4 weeks vacation, 3 of which must be taken in July and August. Vacation time is to be taken at times that do not interfere with the operation of the school.
9. Health insurance, Delta Dental, and EyeMed Vision Care will be provided for the teacher and the teacher's family if desired. The school will pay 75% of the cost, the teacher 25%.
10. Staff shall plan for coverage of the entire school day, including student arrival, recess, lunch, and student departures as assigned by the Director.
11. All staff must comply at all times with all Massachusetts general laws and statutes governing public schools. In addition, all staff are expected to be familiar with and to comply with the policies and procedures as outlined in the faculty handbook. Non-compliance may result in immediate termination of this agreement.
12. It is understood and agreed that the first one hundred eighty (180) days of employment shall constitute a probationary period during which period the Director may, in his absolute discretion, terminate the Employee's employment, for any reason without notice or cause.
13. After the Employee's initial probationary period has ended, the Director may, in his discretion, terminate this agreement at any time during the agreement period if he determines in his honest judgment and based on the best interests of the students and/or fiscal constraints, that the employee is not meeting the needs of the school community.
14. The Director may, in his/her discretion, terminate this contract at any time during the contract period if he/she determines in his/her honest judgment and based on the best interests of the students and/or fiscal constraints, that the employee is not meeting the needs of the school community.

\_\_\_\_\_  
[REDACTED]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[REDACTED], Director

\_\_\_\_\_  
Date