

Date

Name

Salem Academy Charter School
45Congress Street
Salem, MA 01970

Dear Name:

Please accept this contract of employment as full-time (Administrative Position) and member of the Leadership Team for the 2016-2017 school year, July 1, 2016 through June 30, 2017. The salary for this position is \$00,000 and is subject to deductions required and/or permitted by law and/or authorized by you. As a full time administrator, you are entitled to three weeks of vacation time in addition to the regularly scheduled December/January school vacation.

This offer is made subject to relevant state laws, administrative rules and regulations, and adherence to Salem Academy Charter School instructional standards and policies, which may include, but are not limited to a criminal records (CORI) check and verification of the information provided by you as part of the selection/application process. The provisions outlined in the Salem Academy Charter School Personnel Policy Handbook apply to this offer.

Please indicate your acceptance of this offer by signing, dating, and returning this letter to me. A copy is enclosed for your records. If your acceptance is not received in this office within fifteen (15) calendar days of the date of this letter, this offer becomes null and void.

I look forward to your employment at Salem Academy Charter School and personally wish you success and satisfaction in your work. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Name

Executive Director

I hereby accept this offer and agree to abide by all relevant laws, instructional standards, administrative rules and regulations, and the Salem Academy Charter School policies that apply to my position. I acknowledge that no other promises or inducements, whether oral or in writing, have formed the basis of my acceptance of this offer.

Signature: _____ Date: _____