



Full Name

DATE

Dear **First Name**:

Congratulations! Prospect Hill Academy Charter School is very pleased to offer you a position as a(n) **INSERT TITLE** beginning on **INSERT EFFECTIVE DATE**. This offer remains subject to the School's receipt of a Massachusetts Criminal Record Check (CORI) and fingerprinting results acceptable to the School, satisfactory references, and the School's receipt of confirmation of your education and degree(s) earned, whether in the form of an official transcript or copies of degree(s) earned. If you are not already licensed in Massachusetts at the time of your hire, you will be required to take and pass all required MTEL examinations before any consideration can be given to continuing your employment beyond the present school year. As evidence of your progress toward this requirement, you will need to provide proof that you are registered for each of the MTEL testing sessions until you pass the requisite exams.

In return for your services, the School will pay you a bi-weekly salary of **\$INSERT BI-WEEKLY** subject to applicable deductions. This salary is based upon an equivalent annualized salary of **\$INSERT ANNUAL** for the School's 190 day faculty work year divided by 26 bi-weekly pay cycles. This salary is determined by Step **INSERT STEP, DEGREE, AND BAND** of the School's faculty salary scale based upon your credentials and experience. You are eligible to receive fringe benefits consistent with those offered to other employees in similar positions, as determined by Board of Trustee policies from time to time.

In your position, you are expected to perform all responsibilities enumerated on the job description. You may also be asked to attend a minimum of two extracurricular activities as needed and assigned by administration. Please note that your assignment, duties, and classification are subject to change based upon the needs of the School and the students it serves.

While we hope that your employment continues to prove mutually satisfactory, please understand that employment at Prospect Hill Academy is employment at will. This means that, while we would appreciate notice of at least thirty days, you are free to leave your employment at any time and the School retains the same right to terminate your employment at any time, with or without cause or notice. It is important that you review and be familiar with the School's policies and procedures set forth in the Employee Handbook and note that the policies and procedures are subject to change and are not intended to, and do not, establish a contract of employment.

We welcome you and anticipate that you will make a strong and positive contribution to the School. We likewise pledge the same level of enthusiasm so that together we provide the highest quality educational experience for students and their families. If you accept this position, please sign and return this letter within five days.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela Allen".

Angela Allen, Ph.D.  
Head of School

I hereby accept this at-will employment on the terms set forth above and agree to abide by all relevant laws, Board of Trustees policies, and administrative rules and regulations 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