



City on a Hill Charter Public Schools
Teacher/Administrator Contract
2017 - 2018

The City on a Hill Charter Public Schools Board of Trustees, represented by the Executive Director or Delegate, on behalf of City on a Hill Charter Public Schools (hereinafter, "Employer" or "School") hereby extends employment to the employee listed in table below (hereinafter, "Employee") and by confirmation hereof, The Employee accepts employment with the Employer. The Employee agrees to serve as an Employee at City on a Hill Charter Public Schools beginning and continuing until the final day mentioned in the table below, as marked by the official school calendar or otherwise by mutual agreement of the Employer and the Employee, unless sooner terminated for cause as provided under the by-laws of the Employer and the statutes of the Commonwealth. For the purposes of this Agreement, "cause" shall be deemed to exist upon a finding by the Employer of (a) the Employee's failure to perform any of his/her duties and responsibilities hereunder; (b) the Employee's engaging in conduct which is injurious to the employer; (c) the Employee's commission of a breach of this Agreement or of any other agreement to which the Employee and the Employer are both parties; (d) violation of the standard of conduct in the School's personnel handbook; and/or (e) the commission by the Employee of any crime (other than routine traffic violations). In addition, the School reserves the right in the case of a negative change in the public or private funding to the school during the 2018 fiscal year, to consolidate or eliminate positions due to lack of funding. The term of this agreement, as it may be terminated or extended hereunder, is hereinafter referred to as the "Employment Period."

The Employee shall faithfully and diligently perform such duties as reasonably requested by the Employer, or any such official acting through the authority of the Executive Director or Delegate of City on a Hill Charter Public Schools, in accordance with the Employer's policies and procedures.

Employee Name	
Contract Start Date	Monday, August 21, 2017
Contract End Date	Friday, June 29, 2018
Employee Title and FTE Breakdown	0.8 FTE History Teacher 0.2 FTE Advisor
Contract Terms	10 Months
Annual Salary (payable over 12 months)	
Semi Monthly Pay Rate	
First Pay Date	September 15, 2017
Employer Name	City on a Hill Charter Public Schools Dudley Square
Job Location	2179 Washington Street, Boston MA 02119

** See appendix A for the employee's job description**

Employee Initial _____

Employer Initial WSN 5-4-17

The Employee will be paid in semi-monthly installments over 12 months or for as long as this agreement shall remain in effect. The Employer reserves the right to amend the non-salary benefits provided to the Employee upon notice to the Employee.

The Employee shall devote his/her entire contracted time, ability and attention to fulfill the responsibilities associated with being an Employee at City on a Hill Charter Public Schools. The Employee agrees to abide by the rules, regulations, instructions, personnel practices and policies of the Employer and any changes therein which may be adopted from time to time by the Employer. All Full Time Contracted Employees are entitled to benefits described in the Employee Handbook and are subject to all policies and procedures listed therein. Employer reserves the right to make changes to benefits, policies, and procedures without or with prior notice.

The Employee shall not engage in or accept any other paid or unpaid employment or occupation during the Employment Period, or directly or indirectly become associated with any other person or entity, without the Employer's written consent, if such employment, occupation or association might interfere in any way with the Employee's performance of his/her duties hereunder.

Voluntary resignation from the employee's contracted role(s) specified herein, before the aforementioned contract termination date will be deemed a Breach of Contract. As a result City on a Hill has the right to classify the resignation as voluntary with ineligibility for rehire, decline to provide future references and employment verifications on the employees' behalf and deem the employee ineligible for unemployment compensation under Commonwealth of Massachusetts law.

The Employee hereby represents and warrants to the School that the execution of this agreement by the Employee, his/her employment with the School, and the performance of his/her duties hereunder will not violate any agreement with a former employer, client, or any other person.

The Employee agrees not to disclose, either during the time he/she is employed or following the termination of his/her employment, to any person or entity, or to use for the Employee's own benefit, any confidential information concerning the conduct of the business affairs of the Employer. The Employee acknowledges that all records, data, communications and other property of the Employer entrusted or loaned to the Employee or prepared by the Employee during the term of this agreement are the Employer's property and the Employee agrees to return any material entrusted or loaned to the Employee immediately upon termination of his/her employment.

The Immigration Reform and Control Act requires employers to verify the employment eligibility and identity of new employees. The School will not be able to employ anyone who fails to comply with this requirement. In addition, City on a Hill Charter Public Schools completes background checks on behalf of all of its employees, and may not be able to employ individuals who have a criminal history or who refuse to provide the information necessary to complete this background check. The Employee will be asked to fill out I-9 and background check paperwork on his/her first day and to turn in to this paperwork to the Human Resource Office by the end of his/her first day of employment.

Employee Initial _____

Employer Initial LSN

During the Employee's engagement, the Employee shall not, directly or indirectly, on his/her own behalf or on behalf of any other person or entity, call upon, solicit, or attempt to solicit any staff of the Employer to work for another entity.

The Employee agrees that this agreement is in force from the date of signing to the last official day as indicated on page 1, or for as long as, in the judgment of the Employer, the Employee continues to be in good standing.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this Agreement and supersedes all prior agreements and understandings, whether written or oral, between the parties relating to such subject matter.

This agreement may be amended or modified only by a written instrument executed by both the School and the Employee.

In case any provision of this agreement shall be invalid, illegal or otherwise unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby.

By signing below you acknowledge that you have read this agreement in its entirety and that you understand and are in agreement with the terms and conditions set forth herein.

Please indicate your acceptance of this contract by signing and dating one copy of this letter within three (3) business days of receipt.

Respectfully,

Wanda Nascimento
Wanda Nascimento
Chief Financial Officer
City on a Hill Charter Public Schools

Agreed and Confirmed, date: 5/5/17

By: _____

Employee Initial _____

Employer Initial WBN

Appendix A

Teacher

- Teaching sections of based on FTE breakdown on page 1, with 1-2 separate preparations, depending upon the results of summer school and the final school schedule.
- Collaborate with the department to plan lessons, create/update lesson plans, save all updates and creations to the City on a Hill server.
- Implement school wide systems, such as beginning of class routines, merits/demerits, writing across curriculum, as well as any additional academic initiatives implemented at the school or network level.
- Maintain accurate and transparent records of student work in the school's Student Information System
- Design and implement high quality assessment of student learning.
- Attend all Town Meetings, department day meetings, and weekly faculty meetings.
- Attend all grade level and IEP meetings of the students in all sections.
- Attend subject and/or grade level field trips as appropriate.
- Attend quarterly parent/advisor nights, graduation, and other required school events
- Member of an assigned Professional Development Group and participant in City on a Hill's Peer Observation Program.
- Collaborate with SpEd teachers and ESL teachers to ensure appropriate adjustments to curriculum, instruction, and assessment are implemented and attend LN team meetings for all students in sections.
- Leading Sustained Silent Reading
- Additional duties, as assigned by the Lead Teacher, Vice Principal, or Principal

Advisor

- Meets with his/her group of advisees twice per day, Monday-Thursday and once on Friday.
- Attend grade level field trips as appropriate, including the 11th grade trip to Washington D.C.
- Communication Duties
 1. Acts as a liaison between advisees, families, and the school.
 2. Meets personally with parents and guardians, during Parent-Advisor night, at the end of each quarter.
 3. Initiates other regular communication with advisees and their families around academics, social issues and attendance.
 4. Contacts a parent/guardian if advisee is failing any class according to his/her progress report (every 22 days), i.e., advisor calls home for any NYP on an advisee's progress report.
 5. Keeps a written record of attempts at reaching parents/guardians –especially if the family or guardians are difficult to reach in the Advisory Phone Log (Google doc).
- Advocacy Duties
 1. Attends all serious school academic and disciplinary meetings regarding advisees, including: IEP meetings, disciplinary hearings, and student/teacher meetings. An advisor does not serve as "defense lawyer" but advisee advocate; the advisor's

primary responsibility is to enforce and embody the mission, vision, and standards of the school by holding his/her advisees accountable for their actions.

- Supervisory Duties

1. Teaches a structured, daily, twenty-five minute advisory period following the established curriculum; established routines & fundamental expectations, including lessons on school policies, study skills, school readiness, proficiency practice, town meeting, and transitions into and out of high school.
2. Implements City on a Hill standards and expectations of citizenship.
3. Enforces school-wide expectations student readiness for school, i.e. uniform, assignment book, books, homework and pen/pencil.
4. Leads one Town Meeting debate per year for 10th – 12th advisories, according to the published calendar.
5. Encourages a strong sense of community within advisory through team building exercises, as well as formal and informal conversations.
6. Attends all grade level trips, meetings, and activities.
7. Coordinates election of an advisory representative for student council.
8. Sits with and supervises advisees during Town Meeting.

- Clerical Duties

1. Records daily advisory attendance in Schoolbrains.
2. Attend regular advisor meetings and maintains advisory white board for advisory check.