



[date]

[Staff name and address]

Dear xxxx,

It is with incredible excitement that I write this letter and offer you the position at Argosy Collegiate Charter School (the "School", "the Employer"), as our _____. I have no doubt that your passion and commitment will make the ultimate difference in closing the achievement gap and sending 100% of our students to college prepared for success in academics, career, and life. The purpose of this letter is to summarize the terms of your employment with the School should you accept our offer. I think that you will be a fabulous addition to the team and will provide the students of Fall River with an excellent education for years to come.

In this role, you will report directly to **Kristen Pavao, Executive Director**, and your duties will include but are not limited to:

Responsibilities

- Developing and implementing curriculum and daily lesson plans
- Delivering dynamic and creative instruction
- Identifying students who are not meeting benchmarks and planning appropriate interventions
- Administering frequent assessments and addressing findings
- Meeting and communicating with parents/guardians
- Serving as an advisor for a group of students
- Collaborating with other teachers, the Student Support Team, and the Executive Director
- Having a strong work ethic and commit to doing whatever it takes for students to excel, including:
 - Committing to an extended school day (7am-5pm) and late pick-up duties as assigned or needed
 - Performing duties to contribute to safe, calm, and consistent school culture
 - Responsible for other duties that may be assigned to you by the Executive Director or leadership

Your classification:

- Full Time Employee, FTE = 1.0
- Exempt, Salary, Academic Staff
- Academic Year 2016-2017 - which begins August 1st and ends June 30th

Your wage information:

- All employees are paid on the 15th and last day of each month
- Your regular semi-monthly wages will be \$xxxx per pay period (**annualized at \$xx,000**) for as long as the agreement remains in effect.

Your benefit package:

You will continue to be eligible to participate in the Argosy Collegiate Benefit Plan

- Health and Dental Coverage; 50% Employer Paid for Individual, Dual, and Family Plan
- Life & AD&D Insurance; 100% Employer Paid



- Short Term/Long Term Disability Coverage; 100% Employer Paid
- MTRS Pension Plan (based on eligibility)
- Paid Holidays and School Breaks; according to school calendar and Executive Director approvals
- Five (5) sick days and two (2) personal days and used in accordance with the Employee Policy Manual

The Employer reserves the right to amend the non-salary benefits provided to the employee upon notice to the employee.

Your employment with Argosy Collegiate is entirely at-will as defined and outlined in the Employee Policy Manual. Either party can terminate the employment relationship at any time with or without cause and with or without notice. This letter does not constitute a contract. The terms of this agreement may be amended or modified only by written instrument executed by both the Executive Director and the employee.

You agree to devote your best efforts, skills, knowledge, attention and energies to the advancement of the goals and interests of the School and to the performance of your duties and responsibilities as an employee of the School. You agree that you will not undertake any additional employment (whether part time or full time) while employed at the School without receipt of prior written approval from the Executive Director, especially where it affects your commitment to the School.

Your employment is subject to the School's financial condition, enrollment, programmatic changes, fulfilling the responsibilities of your position, and maintaining satisfactory performance, conduct, and professionalism, as determined by Argosy Collegiate's leadership.

This offer is contingent on you providing the School with the legally required proof of your identity and authorization to work in the United States, as well as the requisite background and reference checks. Please note that Argosy Collegiate will not be able to employ individuals who refuse to provide the information necessary to complete background checks; you will be asked to fill out a CORI release form and I-9 form that must be turned in to the Human Resource Department, or its designee, by the end of the first three (3) business days of your date of hire, or our employment relationship with you may be terminated. The Immigration Reform and Control Act require employers to verify the employment eligibility and identity of new employees.

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. The resolution of any disputes under this letter will be governed by Massachusetts law.

Argosy Collegiate Charter School is committed to the principle of equal opportunity in education and employment. The School does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. Inquiries concerning the School's compliance with Title IX and other civil rights laws may be directed to the Civil Rights Coordinator.

If this letter correctly sets forth the initial terms under which you will be employed by the School, please sign, scan, and email back a copy of this letter, indicating your acceptance of this offer. To remain valid,



this offer must be accepted by **August 12, 2016**. Please email your signed copy to Kristen Pavao: kpavao@argosycollegiate.org

The team of Argosy Collegiate joins me in welcoming you back. I look forward to working with you in doing whatever it takes to ensure that our students are prepared to maximize their potential in high schools, colleges and the world beyond.

Welcome!

Kristen Pavao
Executive Director

By signing below, you are acknowledging and accepting this offer of at-will employment:

[staff name]

Date