



June 1, 2017

Charter School Leader Name  
Address  
City, State Zip Code

Dear Charter School Leader:

It is my distinct pleasure to offer you the position of Director, Teaching and Learning, effective, June 12, 2017. You will report directly to the Executive Director. As a full-time salaried employee you will earn a base salary of \$\_\_\_\_\_ equivalent to \$\_\_\_\_\_ bi-weekly. You will receive 1 week (40 hours) of paid vacation, to be taken between June 12, 2017 and July 31, 2017. Beginning August 1, 2017, you will receive 4 weeks (160 hours) of paid vacation, to be taken between July 1, 2018 and August 15, 2018, in addition you will be provided with paid time off for all major holidays and school breaks. In lieu of Social Security you will contribute to the Massachusetts Teacher Retirement System at a percentage that is determined based upon your income and years of service. You will be eligible for a comprehensive benefit package. Information regarding benefits will be forthcoming.

This offer is contingent upon a satisfactory background check, which includes CORI and Fingerprinting.

The above offer is made with the understanding that this is not a contract and that your employment is for no definite period and may be terminated at will by either you or the company with or without cause, at any time. By signing this letter you are agreeing that the Old Sturbridge Academy Charter Public School has made no other promises than those outlined in this letter.

On behalf of the Executive Director we look forward to you joining our team! If you agree to the terms of this agreement as stated above, please sign and return a copy of this offer.

Sincerely,

\_\_\_\_\_  
Employee Signature

HR Specialist

\_\_\_\_\_  
Date