**2015-2016**

**Apprentice School Leader Employment Contract**

**NAME**

Dear First Name –

We are delighted to offer you the position of Assistant Principal of Instruction (API) at the Associate level. As an Associate API you will be training during the 2015-16 school year to become an Assistant Principal of Instruction at the Senior level for the 2016-17 school year. The Associate API position is the same as our Apprentice School Leader (ASL) position, with the exception that your campus assignment will be CAMPUS for the 2015-16 school year. If you successfully complete your training year as an Associate API, you will be promoted to a Senior API position at above campus for the 2016-17 school year.

We believe strongly in your ability to be a successful Assistant Principal of Instruction at Mastery and look forward to a great year.

Sincerely,

Yonca Agatan

Chief Financial Officer

Mastery Charter Schools

**2015-2016**

**Apprentice School Leader Employment Contract**

**FIRST NAME LAST NAME**

**Contract Term**

Mastery Charter Schools

*Encompassing Mastery Charter High School, Mastery Charter-Thomas Campus, Mastery Charter-Shoemaker Campus, Mastery Charter-Pickett Campus, Mastery Charter-Harrity Elementary, Mastery Charter-Smedley Elementary, Mastery Charter-Mann Elementary, Mastery Charter-Clymer Elementary, Mastery Charter-Simon Gratz Campus, Hardy Williams Academy Mastery Charter School, Grover Cleveland Mastery Charter Elementary, Francis D. Pastorius Mastery Charter Elementary, Mastery Charter Thomas Elementary, Mastery Charter Prep Middle, and any future Mastery Charter School*

agrees to employ NAME (the “Employee”) and the Employee agrees to accept such employment, subject to the terms and conditions set forth herein, for a term commencing June 29, 2015 and ending June 27, 2016.

**Provision**

* The Employee will serve as an Assistant Principal of TYPE
* The Employee’s performance category will be Associate
* The Employee will report to the Principal
* The Employee will officially be an employee of Mastery Charter Schools – CAMPUS

**Duties**

Your job duties shall include those delineated in the job description corresponding to your job title. In addition, you may be asked to perform other duties as directed by your supervisor. Attend a New Employee Orientation (NEO) session prior to contract start date (if applicable).

**Parameters**

During the contract term, you must be available to work on all scheduled instructional and professional development days. You shall devote your working time and attention to the performance of your duties as described in your position’s job description and at the discretion of your supervisor or the principal.

**Compensation**

* The School shall pay you a base annual salary of $SALARY. All applicable taxes and withholdings shall be deducted in accordance to normal payroll practices.
* The Employee will be paid biweekly on a 12 month calendar. The Employee is a **12** month employee who will be paid over the course of 12 months.
* Your vacation shall include: winter break, spring break, summer break and 88 vacation hours, which are prorated based on the time of hire in relation to the fiscal year. You will be required to use your vacation time in accordance with Mastery customary policies and procedures. Your vacation time may be prorated based on your start date in relation to the fiscal year end and an accrual rate of 7.33 hours per month. Employees may bank no more than 128 vacation hours at one time.
* The Employee position is Exempt – Regular Full Time. The Employee must comply with daily attendance procedures as required for payroll and legal requirements.
* All Employees are required to receive their payroll checks via direct deposit.

**Regulatory Requirements**

* The Employee’s employment is contingent upon successful completion of a background check including criminal and child abuse checks, FBI fingerprint check, and arrest/conviction form as well as compliance with Immigration Act I-9 (proof of authorization to work in the United States is required).
* If the Employee does not provide proof to Mastery Charter Schools of having received clearances by his/her 1st day of employment, he/she could face immediate dismissal or a delay in employment.
* While employed by Mastery Charter Schools, the Employee will be expected to comply with all employment rules and procedures.

**Benefits**

* All regular full-time employees and their spouses/domestic partners and dependents are eligible to participate in Mastery Charter Schools’ benefits plans, including health, dental, vision, life and disability insurances, and other voluntary benefits offerings. The Employee will be eligible for benefits on the 1st of the month after above start date[[1]](#footnote-1) .
	+ Employees are eligible for 100% fully paid[[2]](#footnote-2) medical and dental coverage under our HMO program, including any dependents (as approved by carrier) enrolled in the plan.
	+ Employees may elect our POS plan for an additional cost or decline medical coverage for a waiver payment.
* Employees are required to participate in Mastery’s defined contribution 403(b) plan; if the Employee was previously enrolled in PSERS and has already vested, s/he may opt to continue PSERS instead of participating in Mastery’s 403(b) plan.
* All 12 month employees will accrue a total of 56 personal hours for the school year to be used in accordance with the Paid Time Off (PTO) policy set forth in Mastery’s Employee Handbook. Personal hours are accrued at a rate of 4.67 hours per month of time worked.
* Up to $1,000 annually is available to all staff as reimbursement for education coursework or certification testing and related expenses to be used in accordance with the Tuition Reimbursement policy in the Employee Handbook.
* Mastery Charter Schools reserves the right to eliminate or modify any of its benefits and eligibility requirements at any time.

**Probationary Period**

The first 60 days of employment at Mastery will be a probationary period between the employee and the employer. An employee in probationary status may be terminated at any time during the probationary period with or without cause and without notice. This period shall be used for enhanced observation of Employee’s work performance and conduct.

**Termination of Employment Contract**

Pennsylvania is an “employment at-will” state. Mastery Charter Schools will end employment relationships in accordance with Pennsylvania’s “at-will” doctrine and procedures set forth in Mastery Charter Schools’ Employee Handbook. Mastery Charter Schools may terminate the Employee’s contract and employment for any of the following reasons, which are among the common reasons for termination of employment (including but not limited to):

* Unsatisfactory Performance
* Misconduct
* Notice/Layoff
* Employee Abandonment of Position
* Resignation of Employee Prior to End of School Year
* Violation of Employee Handbook
* Revocation of Certification

**Renewal**

The Employee and School reserve the right to renew or not renew this contract at the end of the school year at will. Pennsylvania is an At-Will Employment state.

  Signature: **{{\_es\_:signer1:signature}}**

 CEO: Scott Gordon

 Mastery Charter Schools Date: **{{\_es\_:signer:date}}**

1. Terms of Mastery Charter Schools insurance benefits are subject to change during the annual renewal of our health benefits each July 1. [↑](#footnote-ref-1)
2. Benefit contribution amounts are subject to change during annual renewal of benefits each July 1. [↑](#footnote-ref-2)