

XXXX

Dear XXXX:

On behalf of Miles Ahead Charter School, I am extremely pleased to offer you a formal contract of employment for the position of XXXX. This position is full-time, salaried, exempt, annual position with a minimum daily work schedule as approved by the governing board.

**Proposed Start Date:** July 1, 2023

**Total compensation:** \$XXXX (subject to all applicable payroll taxes and deductions)

**Benefits:**

- 2 weeks (or 10 days) of paid vacation days per year.
- 1 remote work or workday from home per month (this does not roll over).
- Summer Hours work schedule (Closed Fridays in June and Remote Wednesdays)
- Medical, Dental, and Vision packages
- Contributions to the Teacher Requirement System (TRS) of Georgia in accordance with rates set by the state and other plan specifications and requirements.

Our offer for employment is conditional upon you successfully passing the **pre-employment screening which includes a criminal history background check and execution of a formal employment agreement**. In addition, to receive a final offer and contract, you must submit to us the following:

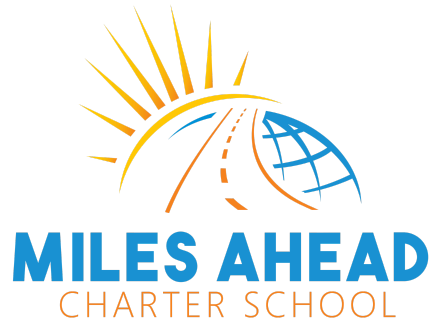
- Signed Offer Letter of Employment
- Background check (must be within 30 days of your start date)

As part of our procedure for processing your application for employment, your personal and employment references may be checked. By signing this letter, you consent to reference checks and a background check, including a review of your criminal record. If you have misrepresented or omitted any facts on your resume or any related employment application documents, and you are subsequently hired, you may be discharged from your job.

If necessary for employment, you may be required to supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict-of-interest agreement and abide by its terms. You further acknowledge that employment at Miles Ahead Charter School is at will.

Once we have completed the pre-employment screening and received and reviewed all the other documentation, we will notify you regarding your contract.

If you have any questions regarding the foregoing, you may contact me at \_\_\_\_\_.



To accept the general terms of employment as laid out herein, please sign and return your acknowledgement within 3 business days of receipt of this letter.

Congratulations on your offer,

Kolt Bloxson  
Executive Director

**Acceptance:**

**By signing below, I acknowledge receipt of this offer letter and accept of the general terms of the offer for employment with Miles Ahead Charter School.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**