

<<Date Letter was Created>>

<<First Name>> <<Last Name>>

<<Email Address>>

Dear <<First Name>>:

It is with incredible excitement that we offer you a position at KIPP Massachusetts (“KIPP MA”) as <<a/an>> <<FY27 Job Title (manually updated)>> on <<Exempt Status>>, <<FY27 Position Type>> basis [FTE=<<FY27 FTE>>] at <<FY27 Location>> for the **2026-2027** academic year (otherwise known as the “School Year” which runs from August 1 to July 31), effective **August 1, 2026**. I have no doubt that your passion and commitment will make the ultimate difference in helping our students and organization succeed. This offer letter sets forth the terms and conditions of your employment at KIPP MA to the extent you choose to accept this offer, although they are subject to change as the needs of KIPP MA evolve and your employment continues.

Reporting and Schedule. In this role, you will report to <<FY27 Signing Manager>>, <<FY27 Signing Manager Title>>. This position follows the <<FY27 Calendar>> calendar. Please refer to the [KIPP MA Employee Handbook](#) for details regarding that calendar. Please note that KIPP MA will set your working conditions, including your working hours. **[delete if N/A]**:<<If non-exempt, list schedule>>. However, please note that on average, full-time KIPP MA employees work 45 hours per week. Notwithstanding the foregoing, you will be expected to work as many hours as necessary to fulfill the responsibilities of this position.

Responsibilities. You will be responsible for performing all duties appropriate to your position during the course of your employment, in accordance with the job description enclosed herein and any such responsibilities that are otherwise reasonably associated with your position. You will be expected to devote your best efforts and full attention to the performance of such duties during your working time. As a KIPP MA employee, you will be required to comply with the provisions of the [KIPP MA Employee Handbook](#). You are also expected to conduct yourself in a manner consistent with KIPP MA’s mission and value and the highest standards of professional and ethical conduct, and conducive to the maintenance of a productive work and learning environment.

If an educator, include: **[delete if N/A]** As an educator at KIPP MA, and as a condition of your continued employment, you are required to meet any [MA DESE charter school qualifications and licensure requirements](#) pertaining to your [role](#), as indicated in [KIPP MA’s MTEL/SEI and DESE Compliance Policy](#). Meeting this requirement is the sole responsibility of the employee, and must be completed within the timeframe indicated for your role.

Furthermore KIPP MA is not only committed to abiding by state regulations regarding the student experience as a Massachusetts charter public school but also working toward the heart of our mission: Together with our families and communities, we create joyful and identity-affirming schools where students achieve excellent and equitable academic outcomes. We believe doing this ensures that our students are prepared to pursue any path they choose — college, career, and beyond — so they can lead fulfilling lives and build a more just world. As an organization we are committed to ensuring we reach our mission by creating an inclusive, healthy and empowering environment for our students and staff. As an employee of KIPP MA you are expected to advance the aforementioned commitment in your role and through your daily interactions with students, families and staff.

At-Will Status. Although we hope you will remain employed throughout the School Year, your employment with KIPP MA is at-will, which means that both you and KIPP MA are free to terminate the employment relationship for any reason or no reason, with or without notice.

Compensation. Your annual base salary (“Salary”) during the School Year will be <<FY27 Total Base Salary>> (assumes FTE=<<FY27 FTE>>), [delete if N/A]: which includes <<FY27 Language Fluency Base Salary>> for fluency in a language other than English that is widely spoken in the KIPP community. You will be paid one week in arrears, on a biweekly basis, at a rate of <<FY27 Paycheck Amount (Unfrozen)>> per pay period, less applicable taxes and withholdings, and distributed in accordance with KIPP MA’s usual payroll practices as may be in effect from time to time. [delete if exempt]: If working overtime (per your manager’s direction), you will be paid based on the timecards which you submit, which must be timely submitted in accordance with KIPP MA policies and procedures.

Benefits. Eligible employees may participate in benefit programs specified in KIPP MA’s policies, as they may be in effect from time to time, and made available to similarly situated employees of KIPP MA, including, but not limited to, health and dental insurance benefits. Please refer to the [KIPP MA Employee Handbook](#) for more details.

Performance Bonus. [delete if N/A] Should you accept this offer and remain employed by KIPP MA for the length of the School Year, KIPP MA will pay you up to <<FY27 Performance Bonus Potential>>, less all applicable taxes and withholdings, as a performance bonus.

Retention Bonus. [delete if N/A] Should you accept this offer and remain employed by KIPP MA after 90 days of your effective start date of the School Year, KIPP MA will pay you <<FY27 Retention Bonus>>, less all applicable taxes and withholdings, as a retention bonus. Note that a KIPP MA staff member can only receive one total signing or retention bonus per School Year.

KIPP Alumni Bonus. [delete if N/A]. Should you accept this offer and remain employed by KIPP MA after 90 days of your effective start date of the School Year, KIPP MA will pay you <<FY27 KIPP Alum Bonus>>, less all applicable taxes and withholdings, as a bonus for being a KIPP alum. Note that a KIPP MA staff member can only receive one alumni bonus per School Year.

Longevity Bonus. [delete if N/A]. Should you accept this offer and remain employed by KIPP MA <<FY27 Year at KIPP MA (for longevity bonus)>> full years after your anniversary start date of <<Hire Date>>, KIPP MA will pay you \$3,000, less all applicable taxes and withholdings, as a longevity bonus, on the <<FY27 Longevity Bonus Payment Date>> payroll.

Leave. You may be eligible for leave, such as Paid Time Off and Sick Leave, in accordance with the policies set forth in the [KIPP MA Employee Handbook](#), as such policies may be in effect from time to time.

Employment Contingencies. This offer of employment is contingent upon you being legally eligible to work in the United States. This offer is also conditioned upon the successful completion of a Pre-Employment Screening Process as required by law, with results that are satisfactory to KIPP MA, in KIPP MA’s sole discretion. The Pre-Employment Screening Process includes a state and national fingerprint-based criminal history record check and a Massachusetts Criminal Offender Record Information Check. Your employment is further conditioned on the successful completion of such background checks periodically throughout your employment, with results that are satisfactory to KIPP MA in KIPP MA’s sole discretion.

Adherence to Policies and Laws. You shall adhere to all KIPP MA policies, as well as any state or federal laws and regulations in the performance of your duties. This includes, but is not limited to, laws pertaining to the confidentiality of student record information, mandatory reporting requirements, and policies found in the [KIPP MA Employee Handbook](#).

Miscellaneous. This offer letter and the documents referenced within supersede any other written documents or conversations about such terms of your employment. You understand that no other representations or promises have been made to you about your employment with KIPP MA.

Expiration of Offer. This offer expires on <<Offer Expiration Date>> by which time the employer reserves the right to rescind the offer should a response not be received.

The team of KIPP MA joins us in welcoming you. We look forward to working with you in doing whatever it takes to ensure that our students are prepared to maximize their potential in school, career and the world beyond.

Welcome!

Kate Lobel
Senior Managing Director, Talent

<<FY27 Signing Manager>>
<<FY27 Signing Manager Title>>

I, <<First Name>> <<Last Name>>, have read and accept this employment offer and its terms and conditions, including the at-will nature of the employment relationship.

<<First Name>> <<Last Name>>

Date