
Agreement Letter For Teacher

Springfield High School

July 7, 2024

Jane Doe
123 Main Street
Springfield, IL 62701

Dear Jane Doe,

We are pleased to offer you a teaching position at Springfield High School for the academic year 2024-2025. This letter serves as an agreement between you and Springfield High School regarding the terms and conditions of your employment.

Position Details:

- **Position Title:** Math Teacher
- **Grade Level/Subject:** 9th Grade Algebra
- **Start Date:** August 15, 2024
- **End Date:** June 15, 2025
- **Work Schedule:** Monday to Friday, 8:00 AM to 3:00 PM
- **Location:** 456 Education Lane, Springfield, IL 62701

Compensation and Benefits:

- **Salary:** \$50,000 annually
- **Payment Schedule:** Monthly
- **Benefits:** Health Insurance, Retirement Plan, Paid Leave



Duties and Responsibilities:

- Plan, prepare, and deliver instructional activities that facilitate active learning experiences.
- Develop schemes of work and lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Prepare the classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests, and assignments.

Professional Conduct:

As a teacher at Springfield High School, you are expected to uphold the highest standards of professional conduct. This includes adhering to the school's policies and procedures, maintaining confidentiality, and fostering a positive learning environment.

Termination:

This agreement may be terminated by either party with two months' notice in writing. The school reserves the right to terminate employment without notice in cases of gross misconduct.

Acceptance:

Please sign and return a copy of this letter to confirm your acceptance of this position and the terms of this agreement.

We are excited to have you join our team and look forward to your contributions to Springfield High School.

Sincerely,



John Smith
Principal
Springfield High School
(555) 123-4567

Acceptance of Offer:

I, Jane Doe, accept the terms and conditions of the employment offer as outlined in this agreement letter.

Signature: _____

Date: _____