

## Sample Contract Provisions

*(Choose those provisions which meet your school contract's needs. This is only a sample list and you may want to add other provisions.)*

On behalf of Name of School, I am pleased to inform you of your appointment to the faculty of the Religious School for the 20XX—20XX academic year beginning Month XX, 20XX.

Your teaching salary will be \$0,000 for the year. You will be paid in 10 monthly installments payable at the end of each month beginning September, 20XX.

You are assigned to teach:

Grade    Day and Time

In the event that the Educational Director determines that there are an insufficient number of students for your class, this agreement may be terminated without any further obligation to you. We will make every effort to make an alternative teaching situation available to you if possible. However, if this is not possible, **Synagogue Name** is under no obligation.

You will be entitled to 0.00 hours of leave for illness or to tend to important personal or family matters during the academic year. Unused sick/ personal time may not be accrued from one year to the next.

In the event of a school closing, usually weather related, you will be paid for the day as if it were a regular school day. The Educational Director may reschedule these missed days. You will not be paid additional salary for these rescheduled days.

You are required to be in your classroom, supervising your students, at least 10 minutes prior to each class session and remain at least 10 minutes after each teaching session. You are responsible for dismissal duty at the end of the teaching session as per the posted schedule. Failure to comply with this schedule may result in dismissal.

You are responsible to fulfill all aspects of the curriculum in a manner satisfactory to the Educational Director.

You are required to attend in-service and parent meetings scheduled during the year by the Educational Director in place of regular class sessions. You are required to attend the opening faculty meeting. Missing meetings, events or in-service days is considered an absence equivalent to missing a day of teaching.

You are responsible for maintaining accurate daily attendance records and preparing report cards in a timely fashion as directed.

You are responsible for notifying the school as soon as possible if you need a substitute teacher. You must provide a lesson plan for the substitute.

You are responsible for communicating class progress and problems on a regular basis to the Educational Director. In the event that the Educational Director determines that curriculum or lesson outlines should be prepared by you, such outlines will be submitted in a timely manner and will be followed by you during the school year.

You are expected to carry out all of your teaching duties in accordance with the precepts of **Name of Movement** Judaism as practiced by this congregation.

You acknowledge by signing this agreement that you have read and understood the Faculty Administrative Handbook and you agree to provisions laid out in this document.

If you do not meet the standard and requirements of the Religious School as prescribed by the Educational Director or if there is a determination that you are not teaching the assigned material or following the policies of the school or synagogue, you may be subject to dismissal prior to the end of the school year. At that time, the Religious School will no longer have any obligation to you.

If you are a new staff member, you agree that your first X weeks are a probationary period. During this period, the Educational Director may terminate your contract for any reason, after giving you two weeks notice. This contract terminates on Month XX, 20XX unless renewed by written agreement.