

## KC INTERNATIONAL ACADEMY

### PART-TIME TEACHER EMPLOYMENT LETTER

This Agreement is made between \_\_\_\_\_ ("Employee ") and KC International Academy ("KCIA"), and the parties agree to the following: During the **August** ~~2023~~, **June** ~~2024~~ academic year, KCIA shall employ Employee as an **at-will** employee. Employee shall perform the duties set forth by the Superintendent.

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POSITION: [User.Title]

HOURLY RATE: [User.SalaryRate]

HOURS APPROVED: [Custom.Hours]

Employee will be paid semi-monthly under a fluctuating rate pay plan, at an annualized rate of \$\_\_\_\_\_. Employee will work ## days, at 8 hours a day, or as assigned by KCIA.

The Employee acknowledges that this agreement is contingent upon the Employee's consent to and KCIA's receipt of a criminal background check, a child abuse/neglect report, and other background checks as required by KCIA, the results of each of which must be satisfactory to KCIA. In accordance with Missouri law, this background check will include a complete fingerprint criminal records check. A report that, in the judgment of KCIA, is unsatisfactory shall render this contract immediately void. In addition, the Employee consents to submit to additional background checks during the term of service as required by KCIA.

The Employee may be assigned to any position in KCIA for which he or she is qualified, and may be assigned reasonable incidental duties, including supervision and sponsorship of extracurricular activities or other KCIA programs.

Although KCIA anticipates employment of Employee for the 2023-24 school term, this is not a guarantee of employment for the entire school term. Employee's continued employment remains on an at-will basis and can be terminated by KCIA at any time, with or without cause. Further, employment is contingent upon continued school operations that are uninterrupted by circumstances such as lack of school funding, natural disasters, economic court orders, public insurrections, war, pandemic, governmental orders, and other events or situations which are beyond the control of KCIA.

Employee agrees to regularly review and familiarize themselves with applicable KCIA policies and procedures. Employee agrees to comply with all applicable policies and procedures, as outlined by KCIA. Employee agrees that it is his/her responsibility to seek clarification if the employee does not understand a policy and/or procedure.

As a condition of employment, the Employee agrees to obtain prior to the first date of service and to maintain at all times during the term of this contract all applicable professional certificates required by

KCIA, state law or applicable rules or regulations of the State Board of Education

Prior to the date of this Agreement-, Employee has not violated any laws, committed any offenses, or been accused of any violation or offense that- would be documented on an FBI fingerprint or background check, with the Missouri Highway Patrol Sex Offender Registry/child abuse check of the Missouri State Highway Patrol, or any other documented State or Federal violation, offense or Sex Offender Registration requirement. If, after signing this Agreement-, Employee violates any laws, commits any offenses, or is charged or accused of a violation or offense, Employee shall notify KCIA by immediately submitting a detailed description of the violation, offense or charge, in writing to the Superintendent's office. In the event the violation-, charge, or offense occurs prior to the first day of service for the school year, failure to submit a detailed written report prior to the first day of service automatically nullifies this Agreement.

The Employee is subject to and agrees to always comply with all the provisions, duties, and requirements applicable to his or her position as directed by the Superintendent or immediate supervisor, and as stated in any applicable written performance standards or criteria, policies, rules, and regulations of KCIA, whether adopted or modified before or after the effective date of this Agreement. Employee acknowledges access to complete copies of all such performance standards or criteria, policies, rules, and regulations and will be furnished with such copies, as well as interpretations or explanations regarding the same, upon request.

Employee understands that KCIA does not expect nor require Employee to perform services outside of Employee-'s scope of work or outside of Employee's scheduled workdays or hours.

The parties agree that prior to the execution of this Agreement, each party has had an adequate opportunity to review this Agreement; has had the opportunity to further seek or obtain the advice of legal counsel regarding this Agreement; and is knowingly and voluntarily consenting to all terms contained herein.

The parties agree that if a court of competent jurisdiction should strike or nullify any provision of this Agreement for any reason, the remaining terms and agreements herein shall be considered severable and thus otherwise remain binding upon the parties.

This Agreement is the entire agreement between the parties and may only be amended or changed by the mutual written consent of the Employee and KCIA.

Nothing stated in this contract shall be construed as a waiver of any of the rights, powers, privileges, immunities, or duties of the Employee or KCIA under the laws of the State of Missouri.

In witness hereof, KCIA and the Employee have executed this agreement as of the date by which both parties have affixed their signatures hereto.

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\_\_\_\_\_, Employee ~~Signature~~

\_\_\_\_\_  
Date

\_\_\_\_\_, Superintendent ~~Signature~~, Dr. Stacy R. King

\_\_\_\_\_  
Date