



**OAKLAND MILITARY INSTITUTE
COLLEGE PREPARATORY ACADEMY**

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org

Date: February 1, 2024

Dear Ms. Sinead Wiley,

We are pleased to tentatively offer you Long Term Substitute Teacher position at the Oakland Military Institute (OMI) College Preparatory Academy. We think that your experience and skills will be a valuable asset to our school.

The position will be a part-time position from the period of the 2023/2024 Academic Year. If you are to accept this offer you will be eligible for the following in accordance to our policies:

- \$349.69 a day

Expectations:

- You must take and pass the California Basic Educational Skills Test (CBEST)
- Apply for a 30day sub permit
- Monthly meetings with Mrs. Wong about your progress towards acquiring the sub permit.

To accept this offer, sign and date this letter as indicated below and email it back to us by Friday, February 2, 2024. Along with this offer letter, we are including a copy of our Employee Handbook, so that you can become familiar with our policies.

Your anticipated hire date will be February 9, 2024. Your immediate supervisor will be Mr. Shann Chu. We note that this offer is based on the following conditions:

- * Department of Justice clearance on background from fingerprinting
- * Completion of all required personnel forms
- * Ratification and approval by the Board of Directors

We look forward to welcoming you to our team. Feel free to call Mrs. Wong, if you have any questions or concerns.

Sincerely,

DocuSigned by:

 912ADA436406453...

 Dr. Mary Streshly
 Superintendent

2/1/2024

Date

DocuSigned by:

 F784E6E76968408...

 Kathryn Wong

2/1/2024

Date



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Human Resources Manager

ACCEPTANCE

I have read this offer and I accept employment with Oakland Military Institute (OMI) with the terms shown here and /or the employee handbook. I certify that all information I have provided to OMI related to my employment is true and accurate.

<u>Sinead wiley</u>	 0B1C23EE6A06490...	<u>2/1/2024</u>
Applicant (Print Name)	(Signature)	Date