

<u>Section G:</u> Human Resources	Knox County Board of Education Policy			
	Qualifications and Duties of Teachers	Descriptor Term:	Descriptor Code:	Issued:
		G-280	7/95	
		Reviewed:	Revised:	
	3/17	6/17		

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QUALIFICATIONS

All teachers shall be licensed in accordance with state law and the regulations of the Tennessee State Department of Education. Such license shall be on file in the office of the Director of Schools prior to beginning employment.¹

It is the responsibility of the employee to secure a certificate and to maintain its validity.² When a teacher’s contract must be terminated because the teachers’ certificate has lapsed or otherwise become invalid, the Director of Schools shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board.

All teachers shall demonstrate competency based on the current job assignment and performance standards as outlined in the appropriate state model for local evaluation.

DUTIES

In addition to duties specified in other policies and applicable law, teachers shall be responsible for the following duties:

1. To give full, willing and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after and during the school day.
2. To give instruction to the students in the areas assigned by the Board, Director of Schools and principal.
3. To record accurately the number of students present and absent each day in the manner prescribed by the Board, Director of Schools and principal.
4. To follow state and local course of study, to follow rules and regulations of the state and policies of the local Board, and to follow school rules and policies established by the principal.
5. To maintain cordial relationships with the home, parent(s) and community.
6. To keep parent(s) duly informed of the child’s progress and hold conferences with parent(s) when necessary.
7. To report immediately to the Tennessee Department of Children’s Services when one knows or reasonably suspects that a child’s health or welfare has been or appears to have been harmed as a result of abuse or neglect.³ After the Department of Children’s Services referral has been made, the school principal or other school administrator(s) should be notified of the referral.

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- 8. To perform such other duties as may be assigned by the principal.
- 9. To establish and maintain satisfactory, respectful working relationships within the school environment.

Legal References:

- 1. TCA § 49-5-101; TCA § 49-5-403; TRR/MS 0520-1-2-.03(1).
- 2. TRR/MS 0520-2-3-.01(1)(a).
- 3. TCA § 37-1-403.

Approved as to Legal Form 4/20/2017
By Knox County Law Director
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