

Board Approved 8/17/00 Board Revised 3/20/08	ROANE COUNTY BOARD OF EDUCATION	
	Qualifications and Duties of Teachers	Policy # 2.16
	Date Passed March 20, 2008	

1 **2.16 - QUALIFICATIONS AND DUTIES OF TEACHERS**

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3 All teachers shall be certificated in accordance with state law and the regulations of the Tennessee
4 State Department of Education. Such certificate shall be on file in the office of the Director prior to
5 beginning employment.¹

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

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12 **DUTIES**

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

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17 1. To give full, willing and helpful cooperation in carrying out all reasonable instructions or
18 extra assignments before, after and during the school day which are given by the principal;
19 2. To give instruction to the students in the areas assigned by the Director and principal;
20 3. To record accurately the number of students present and absent each day in the manner
21 prescribed by the Director and principal;
22 4. To follow state and local course of study, to follow rules and regulations of the state and
23 policies of the local Board, and to follow school rules and policies established by the
24 principal;
25 5. To strive at all times to maintain cordial relationships with the home, parent(s)/guardian(s)
26 and community;
27 6. To keep parent(s)/guardian(s) duly informed of the child’s progress and hold conferences
28 with parent(s)/guardian(s) when necessary;
29 7. To report to the juvenile judge, Department of Children’s Services, Sheriff or chief law
30 enforcement officer when one knows or reasonably suspects that a child’s health or welfare
31 has been or appears to have been harmed as a result of abuse or neglect;³ and
32 8. To perform such other duties as may be assigned by the principal.

Legal References:

¹ TCA 49-5-101; TCA 49-5-403; TRR/MS 0520-1-1-.12

² TRR/MS 0520-2-4-.01(1)

³ TCA 37-1-403