

# Hardeman County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Classification and Qualifications</b>	Descriptor Code: <b>5.102</b>	Issued Date: <b>01/21/00</b>
		Rescinds: <b>CGB/GC</b>	Issued: <b>09/14/95</b>

## ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school system are established initially by the Board, by state law, or State Board Rule, Regulations, and Minimum Standards.

To be considered for certificated administrative or supervisory positions, the applicant must show the following qualifications:

1. Professional teaching certification; and
2. Administrative or supervisory certification and experience in accordance with state law and State Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

Non-certified administrative and supervisory personnel shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and the director of schools shall determine.

## PROFESSIONAL PERSONNEL

The professional staff members are the personnel whose employment status *requires* certification in accordance with the rules and regulations of the State Board of Education. <sup>1</sup> Such certificate shall be on file in the office of the director of schools prior to beginning of employment.<sup>2</sup>

It is the responsibility of the employee to secure and to maintain its validity.<sup>3</sup> When a teacher's contract must be terminated because of the teacher's certificate has lapsed or otherwise become invalid, the director of schools shall immediately suspend the teacher without pay pending desposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board.

## SUPPORT PERSONNEL

The support staff members are personnel whose regular employment does not require certification in accordance with rules and regulations of the State Department of Education. Support personnel include the following employees: bookkeepers, secretaries, clerks, maintenance employees, custodial employees, cafeteria employees, instructional assistants and transportation employees.

### Legal References:

1. TCA 49-5-501(10); TCA 49-5-606(11)
2. TCA 49-5-101; TCA 49-5-403; TRR/MS 0520-1-2-.03(1)
3. TRR/MS 0520-2-4-.01(1)