

TEACHING PERSONNEL

Descriptor Code: GB

I. Teachers

- A. Employment - Teachers who are not eligible for tenure shall be hired by the Director of Schools for a period of one year. It is the authority of the Board of Education to elect annually, upon the recommendation of the Director, teachers who have attained or are eligible for tenure. Teachers will be notified of their assignment for the next school year, dismissal, or failure of re-election no sooner than May 15 and no later than five (5) business days following the last instructional day of the school year.
- B. Qualifications - See TCA 49-5-101, 49-5-202, 49-5-403, 49-5-404, 49-5-405, 49-5-406.
- C. Duties
 1. Hours - Each teacher shall arrive at the hour designated by the Director and remain until the time so designated by the Director. Promptness is an individual responsibility and failure to meet this responsibility will result in financial or other penalty at the direction of the Director of Schools and the Board. It shall be the responsibility of the teacher to be in his or her proper place and the responsibility of the Principal to see that the teacher is on time.
 2. Length of Day - Teachers of all grades shall be on duty at least seven and one half clock hours per day and such additional time as the administrative organization requires.
 3. Attendance Reports - Each teacher shall report daily the attendance totals in the manner described by the principal. The principal shall keep attendance records and school census records up to date and available at all times.
 4. Line of Authority - Teacher concerns should be taken first to the Principal when assistance is needed. If a satisfactory solution cannot be arrived at with his/her help, the Director of Schools and the Board should be consulted in that order.
 5. Teachers' Meetings - All teachers are expected to attend regular and special meetings, both on the local school level and on system, county, or regional level as stipulated by the administrative authorities or as indicated by the inservice schedule for credit.
 6. Inservice Training - All teachers are required to fulfill in-service training requirements in order to qualify for full salary allotment.
 7. Other Assignments - Each teacher shall be required to carry out such other assignments as the Director of Schools, the Principal, or the Board shall specify as a part of the regular school day.

D. Sick Leave - The Sweetwater Board of Education will follow the State Rules and Regulations guidelines for determining policies regarding sick leave for teachers.

See TCA 49-5-710 and Rules, Regulations, and Minimum Standards

1. When a teacher's sick leave has been exhausted, any further absences will result in that teacher's pay being withheld for each day of absence, and the substitute will be paid by the Board on the basis of that substitute's qualifications.

E. Personal Leave Days - Two personal leave days shall be allotted to each teacher per year. The substitute will be paid by the Board. If the allotted days are not used, they may accumulate as sick leave days but not as personal leave days.

F. Leave of Absence

1. With Pay - Leave of absence with pay may be allowed for school business with permission of the Director of Schools.

2. Without Pay - Days in excess of the above stated number granted for sick leave, business-emergency, or other reasons listed above shall result in a loss of full pay for each day's absence.

G. Prolonged Leave of Absence

1. Reason for Granting - The Director of Schools may grant leave of absence up to one year for such reasons as prolonged illness of a teacher, maternity leave, or educational pursuit, with each case to be judged individually on its own merits.

H. Communication with Parent/Guardians - Teachers are urged to communicate often with parent/guardians of students for public relations value and encouragement or cooperation between parents and the school.