

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Assignment	Descriptor Code: 1.108	Issued Date:
		Rescinds: 1.108	Issued: 06/18/18

1 The Superintendent shall assign personnel to the various schools by June 15 preceding the school year
2 for which such persons are employed while allowing each Principal or immediate supervisor to assign
3 more specific responsibilities within each school.¹

4 The assignment of all personnel is made upon the recommendation of the Principal, the supervisor if
5 applicable, and the Superintendent. The Superintendent is specifically responsible for coordinating the
6 assigning of employees. The Principal's recommendation to the Superintendent on teacher assignment
7 will be expected in making assignments. Notification of assignments will be furnished to the
8 Principal.

9 The Board recognizes that any employee's ability to render service and succeed is determined in part
10 by that employee's assignment. The Superintendent has the authority to assign personnel as the need
11 and the situation demand. A primary obligation of administrators is to recommend assigning
12 employees to enhance the overall program in order that it functions smoothly and effectively. The
13 welfare of students must be the primary consideration in any decisions regarding assignment.

14 No two members of any immediate family shall be assigned to the same administrative unit where one
15 family member is in a supervisory position over another family member unless otherwise approved by
16 the Executive Committee, and notification will be sent to the Board. Immediate family includes
17 spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
18 daughter-in-law, son-in-law, brother-in-law, sister-in-law and analogous step-relatives. Assignment
19 prior to adoption of this policy is not affected.

20 Extra assignments for which supplements are provided may not be relinquished in part by the
21 employee without the approval of the person making the assignment.

22 All personnel teaching health and physical education are required to coach at least two sports if
23 requested by the supervising Principal. (See Policy 4.301.)

24 The Principal may assign a teacher to non-instructional duties for one of the instructional periods of the
25 school day, in lieu of one instructional class. Two periods per school, per day is the maximum
26 allowable.

Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401

Cross References

Supervision 5.108
Assignment/Transfer 5.115