

Williamson County Board of Education



Adopted Date:
4/19/04
Editorial 11/26/12

5.102

CLASSIFICATION and QUALIFICATIONS
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1 ADMINISTRATIVE and SUPERVISORY PERSONNEL

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

Preference will be given to district applicants when their total qualifications are equal or superior to those applicants applying from outside the district.

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 Superintendent shall determine.

All such employees are to be selected by the Superintendent.

Compensation for administrative and supervisory personnel shall be fixed at the amount specified in schedules for those positions. Such schedule shall be recommended by the Superintendent and adopted by the Board. An annual review of the schedule shall be made by the Superintendent. For elections to positions for which there is no schedule, salary is to be fixed by the Board of Education.

Contracts shall be signed by the employee and the Superintendent upon initial employment with said contracts to continue in force, except as salary is revised annually by the Board, unless the employee's assignment is changed through action of either the employee or the Superintendent. The length of the contract cannot exceed the contract of the Superintendent.

More specifically, the Board, upon recommendation of the Superintendent, shall establish additional administrative positions in relation to need and financial resources of the District whenever it is deemed essential for the effective operation of the school system.

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.

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(Page 2 of 2)

1st Reading
11/26/12

1 **SUPPORT PERSONNEL**

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

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8 The Superintendent shall identify, list, analyze, classify, and recommend to the Board ratings for all current
9 and planned classified positions.

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11 School level classified positions shall be budgeted and allotted to individual schools on schedules adopted by
12 the Board, provided that the Superintendent shall transfer employees for special reasons or temporarily as
13 needed due to changes in school programs or enrollment.

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15 Classified personnel assigned to the separate schools shall be responsible to the respective Principals of the
16 school.

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18 Part-time employees are those employees who are assigned work schedules less than thirty hours a week.

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20 Full-time employees are those employees who are assigned work schedules for thirty hours or more a week.

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27 Legal References:

28 TCA 49-2-203
29 TCA 49-2-301
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