

Williamson County Board of Education



Adopted Date:
1/21/02
Editorial 6/18/14

5.1022

DUTIES
Page 1 of 2

Duties

The following duties have been established by the Board, in addition to the individual teacher's job description:

1. To report to the duty station to ensure that a minimum of 7 1/2 hours is spent on duty each day. Start and release times shall be determined by local school administration.
2. To give full, willing, and helpful cooperation to the Principal in carrying out all reasonable instructions or extra assignments applicable to before, after, and during the school day which are given by the Principal and providing all reasonable assistance requested by the Principal.
3. To give instruction to the pupils in the areas assigned by the Superintendent and Principal.
4. To record accurately the number of pupils present and absent each day in the manner prescribed by the Board, Superintendent and Principal.
5. To follow state and local courses of study, to follow rules and regulations of the state and policies of the local Board, and to follow school rules and policies established by the Principal.
6. Each teacher shall be provided with a record book in which the roster of each class taught by him shall be kept and in which all data used to determine pupil progress shall be recorded. This class book is and shall remain the property of the school, and shall be filed with the Principal at the close of the year. Teachers who utilize electronic record keeping will print a paper copy of grades and attendance at the end of each marking period. These copies will be submitted to Principal in lieu of "record books" at the end of the school year.
7. A teacher shall give the Superintendent notice of resignation at least thirty (30) days in advance of the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable mitigating circumstances, shall forfeit all tenure status under this act; provided that the Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.
8. Teachers are to be held accountable for all notices placed on bulletin boards.
9. Teachers will be responsible for supervising as assigned by the Principal while students are on school grounds or involved in school sponsored activities.
10. All Principals and teachers should be faithful and loyal to the school and community in which they work.

Williamson County Board of Education



Adopted Date:
1/21/02
Editorial 6/18/14

5.1022

DUTIES
Page 2 of 2

- 1 11. When a teacher is unable to meet classes for any reason, the teacher shall, or have
2 someone, call the Principal not later than 1 1/2 hours before school opens that morning.
3 The teacher shall notify the Principal at a reasonable time before he intends to return to the
4 classroom, so that he may be able to notify the substitute. In the event the teacher fails in
5 this matter, he will automatically forfeit his day's pay.
6
- 7 12. Books supplied to pupils by the Board of Education are not given, only loaned, and the
8 teacher shall encourage students to properly care for and return the same, complying with
9 district and Principal textbook return and collection requirements at the end of each school
10 term.
11
- 12 13. No teacher regularly employed by the Board of Education will be permitted to take college
13 credit work during the school term which would interfere with the duties assigned to that
14 teacher.
15
- 16 14. The Board recognizes the need for professional development of teachers to ensure quality
17 instruction. Principals are expected to evaluate the individual teachers need for this
18 training, prescribe it via the Professional Development Plan and ensure completion and
19 appropriate follow-up as needed.
20
- 21 15. Employees of the school district shall comply with the provisions of the United States
22 Copyright Law.
23
24
25
26
27
28
29

30 Legal Reference:
31 TCA 49-5-508
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50