

## QUALIFICATIONS AND DUTIES OF TEACHERS

All teachers will be certified in accordance with state law and the regulations of the State Department of Education, SACS, and Sevier County Board of Education policies and regulations. Such certificate will be on file in the office of the superintendent prior to beginning employment.

It is the responsibility of the employee to secure a certificate and to maintain its validity. When a teacher must be terminated because the teacher's certificate has lapsed or otherwise becomes invalid, the superintendent may suspend the teacher without pay pending disposition of the matter. The teacher will be notified of the reason for the suspension and given an opportunity for a hearing before the Sevier County Board of Education.

In addition to duties specified in other policies and applicable law, teachers will be responsible for the following duties:

1. To give full, willing, and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after, and during the school day;
2. To give instruction to the students in the areas assigned by the Board, superintendent, and principal;
3. To record accurately the number of students present and absent each day in the manner prescribed by the Board, superintendent, and principal;
4. To follow state and local courses of study, to follow rule and regulations of the state and policies of the Board, and to follow school rules and policies established by the principal;
5. To maintain cordial relationships with the parents and community;

6. To keep parents duly informed of the child's progress and hold conferences with parents when necessary;
7. To report to the principal of the school when one knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect; and
8. To perform such other duties as may be assigned by the principal.