



# A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
<b>Human Resources</b>	<b>Qualifications and Duties of Teachers</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-280</b>	<b>August 2019</b>	

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It is the goal of Knox County Schools that all students attending Knox County Schools will receive their instruction from appropriately qualified teachers and staff. The District complies with Tennessee Department of Education regulations regarding teacher licensure requirements and ensures that all teacher schedules comply with the Rules of the State Board of Education, specifically Chapter 0520-02-03 entitled Educator Licensure.

Administrators and appropriate supervisors will receive training on teacher licensure and scheduling requirements annually.

Each school, through the Principal or his/her designee, will submit teacher schedules to the Executive Director of Student Supports and the Executive Director of Human Resources. The District will evaluate schedules on an annual basis to ensure compliance with the Rules of the State Board of Education. In the event that a teacher's schedule is not in compliance with the Rules of the State Board of Education, the Executive Director of Student Supports, the appropriate Grade Level Director and the Executive Director of Human Resources will direct the Principal of that school to modify the teacher's schedule as soon as feasible. Best efforts shall be utilized to ensure timely modification of the schedule