



## **TEACHING ASSIGNMENT PROCEDURE (HUM-P034)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for making teaching assignments.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 **Director of Certified Employment**

### **3.0 APPROVAL AUTHORITY:**

- 3.1 **Chief Human Resources Officer**

### **4.0 PROCEDURE:**

- 4.1 Teaching assignments are determined by the teacher's qualifications and the expected benefits the school would receive based on the assignment. School Administrators have the authority to move a teacher from one assignment to another within the building, as long as the teacher meets Tennessee employment standards and licensure/endorsement requirements. Assignments will be made based upon the following:
  - 4.1.1 Elementary teachers may be assigned to teach in any of the elementary schools and at any grade level within the school, if the administration determines such an assignment would be of benefit to the school program. (The teacher must meet the licensure requirements.)
  - 4.1.2 Secondary teachers may be assigned to teach in any of the secondary schools or classrooms for which their training qualifies them, if the administration determines such an assignment would be of benefit to the school system.
  - 4.1.3 Elementary and secondary teachers of special area subjects, elementary media specialists and support services personnel may be assigned to more than one school, if the assignment is determined to be in the best interest of the school program. In such cases, the schedules are determined by the administrators of the schools served and the appropriate supervisor of education and/or the Director of Schools. The administrators of each impacted school will serve as the employee's supervisor.
- 4.2 The Director of Schools, when necessary for the efficient operation of the School System, may reassign an educator from one location to another or from one type of work to another, as long as he/she meets the employment and/or licensure standards to serve in the role.

### **5.0 ASSOCIATED DOCUMENTS:**

- 5.1 Teaching Assignment ([HUM-A015](#))
- 5.2 Tenn. Code Ann. §49-2-301(b)(1)(L) and (EE)
- 5.3 Tenn. Code Ann. §49-5-510

### **6.0 RECORD RETENTION TABLE:**



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<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
MUNIS	Electronic	Indefinite	Moved to inactive file after employment ends	Secure server

### **7.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
5/31/16		Initial Release
4/18/17	A	4.1 removed "highly qualified" and added "licensure requirements".
10/16/17	B	Added second paragraph pertaining to Director's right to transfer teachers, if necessary. Updated associated documents.
9/26/18	C	4.1, changed "made based on" to "determined by"; added "endorsement" after "licensure". 4.1.1, added, "the teacher must meet the licensure requirements". 4.1.3, replaced, "teacher is responsible to the principal..." with "administrators of each impacted school...". 4.2, replaced "transfer" with "reassign" and "teacher" with "educator"; removed "for which the teacher..."; inserted "as long as he/she meets...".
2/12/24	D	Changed title in responsibility to "Director of Certified Employment."

**\* \* \* E n d o f P r o c e d u r e \* \* \***