

**RULES  
OF  
THE STATE BOARD OF EDUCATION**

**CHAPTER 0520-02-06  
EMPLOYMENT STANDARDS**

0520-02-06-.01	Purpose	0520-02-06-.04	Employment Standards for Additional Support Personnel
0520-02-06-.02	Employment Standards for Teachers		
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**0520-02-06-.03 EMPLOYMENT STANDARDS FOR SUPERVISORS.**

- (1) Supervisors of Instruction. A supervisor of instruction shall:
  - (a) Hold a valid Tennessee instructional leader license or professional administrator license; or
  - (b) Hold an advanced degree and a valid Tennessee teacher license with endorsement in the area for which they will be an instructional supervisor.
- (2) Special Education Supervisors. A supervisor of special education shall:
  - (a) Hold a valid Tennessee instructional leader license or professional administrator license and shall have three (3) years of experience with programs for children with disabilities; or
  - (b) Hold an advanced degree and a valid Tennessee teacher license with endorsement in at least one (1) area of special education and shall have three (3) years of experience with programs for children with disabilities.
- (3) Career and Technical Education (CTE) Directors. A CTE director shall:
  - (a) Hold an instructional leader license or a professional administrator license; or
  - (b) Hold a bachelor's degree with a major in career and technical education with:
    1. At least three (3) years of teaching experience in an approved CTE program; and
    2. At least two (2) years in an industry-related field.
- (4) School Nutrition Program Directors.
  - (a) School nutrition program directors hired on or after July 1, 2015, shall complete at least eight (8) hours of food safety training either not more than five (5) years prior to the employee's start date or within thirty (30) days of the employee's start date and shall meet the following criteria:
    1. School nutrition program directors employed by local education agencies (LEAs) with a student enrollment of 500 to 2,499 must meet one (1) of the following criteria:

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- (i) Bachelor's degree or equivalent educational experience with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;
  - (ii) Bachelor's degree in any academic major and a School Nutrition Association Level 3 Certificate in School Nutrition;
  - (iii) A valid Tennessee teacher license with a school food service supervisor endorsement or a food production and management services endorsement;
  - (iv) Bachelor's degree in any academic major and at least one (1) year of relevant school nutrition experience;
  - (v) Associate's degree or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least one (1) year of relevant school nutrition programs experience; or
  - (vi) High school diploma, or high school equivalency credential approved by the State Board, and at least three (3) years of relevant experience in school nutrition programs.
2. School nutrition program directors employed by LEAs with a student enrollment of 2,500 to 9,999 must meet one (1) of the following criteria:
  - (i) Bachelor's degree or equivalent educational experience with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;
  - (ii) Bachelor's degree in any academic major and a School Nutrition Association Level 3 Certificate in School Nutrition;
  - (iii) A valid Tennessee teacher license with a school food service supervisor endorsement or a food production and management services endorsement;
  - (iv) Bachelor's degree in any academic major and at least two (2) years of relevant school nutrition experience; or
  - (v) Associate's degree or equivalent educational experience, with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least two (2) years of relevant school nutrition programs experience.
3. School nutrition program directors employed by LEAs with a student enrollment of more than 10,000 must meet one (1) of the following criteria:
  - (i) Bachelor's degree or equivalent educational experience with academic major in food and nutrition, food service management,

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- dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;
- (ii) Bachelor's degree in any academic major and a School Nutrition Association Level 3 Certificate in School Nutrition;
  - (iii) A valid Tennessee teacher license with a school food service supervisor endorsement or a food production and management services endorsement; or
  - (iv) Bachelor's degree in any academic major and at least five (5) years of experience in management of school nutrition programs.

**Authority:** T.C.A. §§ 49-1-302, 49-5-108, and 49-5-403. **Administrative History:** Original rules filed August 20, 2020; effective November 18, 2020.

#### 0520-02-06-.04 EMPLOYMENT STANDARDS FOR ADDITIONAL SUPPORT PERSONNEL.

- (1) Educational Assistants. Educational assistants shall, at a minimum, have a high school diploma, high school equivalency credential approved by the State Board, and shall show demonstrable proficiency in reading and writing skills.
  - (a) Educational assistants who have completed one (1) or more years of college shall be given preference in employment.
  - (b) Educational assistants shall only be employed in non-teaching positions and shall be subject to direct supervision of licensed teachers when directly involved in the instructional program.
  - (c) If a licensed teacher to whom an educational assistant has been assigned is required to be absent from the classroom, the educational assistant may assume responsibility for the classroom in lieu of a substitute teacher. However, no educational assistant shall assume responsibility for the classroom for more than three (3) consecutive school days.
- (2) Educational Interpreters. All individuals employed by LEAs or charter schools to provide educational interpreting for students who are deaf, deaf-blind, or hard of hearing must hold a valid Tennessee School Services Personnel license with the appropriate endorsement or must meet the following employment standards:
  - (a) All non-licensed educational interpreters employed by an LEA or charter school prior to January 1, 2021, shall satisfy the following requirements by January 1, 2021:
    - 1. Obtain a passing score on the written portion of the Educational Interpreter Performance Assessment (EIPA); and
    - 2. Obtain a minimum score of 3.0 on the performance assessment portion of the EIPA.
  - (b) All non-licensed educational interpreters employed by an LEA or charter school on January 1, 2021 or after, shall satisfy the following requirements:

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1. Hold at a minimum an associate's degree;
  2. Obtain a passing score on the written portion of the EIPA; and
  3. Obtain a minimum score of 3.0 on the performance assessment portion of the EIPA.
- (c) Compensation of non-licensed individuals providing educational interpreting shall be determined by the LEA or charter school and shall take into consideration the level of preparation, training, and work requirements.

**Authority:** T.C.A. §§ 49-1-302, 49-2-203, 49-2-301, 49-5-108, 49-5-111, 49-5-412, and 49-6-6006.

**Administrative History:** Original rules filed August 20, 2020; effective November 18, 2020. Amendments filed December 2, 2021; effective March 2, 2022.