

**RULES
OF
THE TENNESSEE DEPARTMENT OF EDUCATION
THE STATE BOARD OF EDUCATION**

**CHAPTER 0520-01-02
ADMINISTRATIVE RULES AND REGULATIONS**

0520-01-02-.03 EMPLOYMENT STANDARDS.

- (1) A teacher or principal shall hold a valid Tennessee teacher license with an endorsement covering the work assignment as provided in T.C.A. Title 49, Chapter 5.
- (2) A teacher may teach up to two (2) sections of one (1) course outside the area of endorsement. For a teacher to teach more than one (1) course or more than two (2) sections of one (1) course outside the area of endorsement, an employment standard waiver must be requested and approved. Teachers assigned two (2) or more sections of a course outside the area of endorsement before June 30, 1976, may continue to teach those courses until a new assignment is made by the local school officials.
- (3) Districts and schools may exercise the following endorsement flexibility for educators:
 - (a) A classroom teacher with an endorsement in elementary education or early childhood education is eligible to teach any subject, including art, music, and physical education in the grades covered by the endorsement as part of the teacher's regular classroom assignment.
 - (b) A teacher with a professional license may teach Algebra I at any grade level if they have:
 1. An endorsement to teach at least through grade eight (8);
 2. A passing score on the middle school math PRAXIS; and
 3. Successful completion of a state-approved training OR a passing score on a supplemental test in the content area approved for this purpose by the department of education.
 - (c) The department of education may provide additional endorsement flexibility as appropriate.
- (4) A teacher in grades kindergarten through eight (8) who teaches art, music, or physical education the major portion of the day shall be endorsed in art, music, or physical education respectively. However, a teacher endorsed in elementary education who was assigned to teach music, art, or physical education the major portion of the day during the 1990-91 school year may continue to teach the specific course until such time as a new assignment is made by the local school officials.
- (5) Principals.
 - (a) Assistant principals, teaching principals, or dual assignment personnel with more than fifty percent (50%) of their responsibilities involved in instructional leadership must be properly licensed or be enrolled in a State Board approved instructional leadership preparation program.
 - (b) A principal shall hold one of the following endorsements: instructional leader or professional administrator license.

(Rule 0520-01-02-.03, continued)

- (c) A principal, with the approval of the superintendent, shall establish and implement an annual plan for personal professional development in accordance with guidelines established by the State Board of Education.
 - (d) A principal of a school with less than 225 students shall not be required to meet the requirements of (b).
- (6) Teaching Personnel in Gifted Education.
- (a) A classroom teacher in special or general education providing direct instruction to students identified by state criteria as intellectually gifted students shall meet the following employment standards:
 - 1. The teacher shall be endorsed in the appropriate general education area or must hold the appropriate special education endorsement; and
 - 2. The teacher shall meet one of the following standards:
 - (i) The teacher shall work in consultation with a teacher who meets the standards for consulting teachers listed in (b); or
 - (ii) The teacher shall have completed six (6) semester hours of college or university course work or the equivalent contact hours in teaching gifted students approved by the Department of Education; or
 - (iii) The teacher shall hold an endorsement in gifted education.
 - (b) A consulting teacher in special or general education who works with other teachers or who teaches classes especially designed for gifted students in grades pre-kindergarten through twelve (12) shall meet the following employment standards:
 - 1. The consulting teacher shall be endorsed in the appropriate general education area or must hold the appropriate special education endorsement; and
 - 2. The consulting teacher shall meet one of the following standards:
 - (i) The consulting teacher shall have completed six (6) semester hours of college or university coursework or the equivalent contact hours in teaching gifted students approved by the Department of Education; or
 - (ii) The consulting teacher shall hold an endorsement in gifted education.
 - (c) An individual who serves as a gifted education coordinator in special or general education shall meet one of the following employment standards:
 - 1. The individual shall hold an educator license with an endorsement in gifted education; or
 - 2. The individual shall hold an educator license and shall have completed six (6) semester hours of college or university coursework or the equivalent contact hours in teaching gifted students approved by the Department of Education; or
 - 3. The individual shall hold a license endorsed in instructional leader or professional administrator license.

(Rule 0520-01-02-.03, continued)

A classroom teacher who was endorsed in special education prior to September 1, 1989, and who served gifted students prior to July 1, 1988, may continue to teach eligible intellectually gifted students, provided that they have completed an in-service training program approved by the Department of Education.

- (7) Teachers of Computer Technology, Grades 9-12.
 - (a) A teacher of personal computing, computer productivity applications, and interactive multimedia design shall have a valid Tennessee teacher license with an endorsement in grades six through twelve (6-12) or seven through twelve (7-12) and shall have completed the equivalent of six (6) semester hours of computer course work or have the appropriate endorsement.
 - (b) A teacher of programming languages and advanced placement computer science shall have a valid Tennessee teacher license with an endorsement grades six through twelve (6-12) and seven through twelve (7-12) and shall have completed the equivalent of twelve (12) semester hours of computer course work including six (6) semester hours of programming.
- (8) Career and Technical Education.
 - (a) A teacher of agricultural education shall hold a valid Tennessee teacher license with appropriate endorsement.
 - (b) A teacher of marketing education shall hold a valid Tennessee teacher license with appropriate endorsement.
 - (c) A teacher of health science education shall have completed one (1) year of successful employment experience, obtained through full-time or part-time status, within the past five (5) years in a related health occupation prior to teaching.
 - (d) Other occupational educators shall be a high school graduate or higher. The teacher shall have a minimum of one (1) to five (5) years of appropriate and current work experience in the field for which application is made and based on the respective requirements of the endorsement. A combination of career and technical education at the postsecondary level from a state approved institution, or other accredited public or private institution, may also be evaluated. The amount of credit awarded for work experience through postsecondary education shall depend on the endorsement and related industry.
- (9) Other Instructional and Related Personnel.
 - (a) A school counselor shall hold the appropriate license and endorsement for the grade levels assigned.
 - (b) A school psychologist shall hold a valid license with the school psychologist endorsement.
 - (c) A school social worker shall hold a license with the school social work endorsement.
 - (d) A supervisor of instruction shall hold a valid Tennessee license endorsed in instructional leader or professional administrator license.
 1. Individuals employed for the first time as a supervisor of instruction shall be employed with the instructional leader or professional administrator license for a maximum of three (3) years. After three (3) years, for continued employment as a

(Rule 0520-01-02-.03, continued)

supervisor of instruction, the supervisor of instruction must be attain the instructional leader license - professional. . In the event that the candidate changes employment prior to obtaining the instructional leader license – professional , the candidate may be employed again as a beginning supervisor of instruction prior to obtaining the instructional leader license - professional.

1. Any person who performs the duties of a supervisor of instruction, regardless of the title of such person's position, must have the endorsement or license required of a supervisor of instruction.
 2. Persons having an endorsement as a supervisor of instruction as of August 31, 1994, shall be issued a professional administrator license and shall not be required to meet the requirements of 1 or 2.
- (e) A supervisor of special education shall:
1. Hold a valid Tennessee license endorsed in instructional leader or professional administrator license and shall have three (3) years of experience with programs for children with disabilities; or
 2. Hold a master's degree and a valid Tennessee teacher license with endorsement in at least one area of special education and shall have three (3) years of experience with programs for children with disabilities.
- (f) Any person who performs the duties of a supervisor of instruction, regardless of the title of such person's position, must have the endorsement or license required of a supervisor of instruction.
- (g) Persons having an endorsement as supervisor of instruction as of August 31, 1994, shall be issued a professional administrator license.
- (h) Persons holding career and technical education supervisory positions, including local directors, supervisors, coordinator specialists, assistant principals for career and technical education, and center administrators, shall have one of the following sets of qualifications:
1. A bachelor's degree in career and technical education from an accredited four-year college or university, three (3) years of teaching experience in an approved career and technical education program and two (2) years of appropriate employment experience in a recognized occupation, and completion of (by July 1, 2008, or within a three-year period from the date of employment) the required matrix of career and technical core competencies for professional development;
 2. A bachelor's degree with a career and technical education endorsement, three (3) years teaching experience, two (2) years of appropriate work experience, and completion of (by July 1, 2008, or within a three-year period from the date of employment) the required matrix of career and technical core competencies for professional development; or
 3. An endorsement as a PreK-12 administrator or secondary supervisor or principal and completion of (by July 1, 2008, or within a three-year period from the date of employment) the required matrix of career and technical core competencies for professional development.

(Rule 0520-01-02-.03, continued)

- (i) Educational assistants shall have no less than a high school education or an equivalency high school diploma; those who have completed one (1) or more years of college shall be given preference in employment.
- (j) A director of schools appointed by the local board of education elected by the general public shall only be required to have a baccalaureate degree.
- (k) All individuals employed by local school systems 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:
 - 1. Non-licensed educational interpreters employed by a local school system prior to January 2021, shall satisfy the following requirements by January 1, 2021:
 - (i) Obtain a passing score on the written portion of the Educational Interpreter Performance Assessment (EIPA); and
 - (ii) Obtain a minimum score of 3.0 on the performance assessment portion of the EIPA.
 - 2. All non-licensed educational interpreters employed by a local schools system on January 1, 2021, or after, shall satisfy the following requirements:
 - (i) Hold at a minimum an associate's degree;
 - (ii) Obtain a passing score on the written portion of the Educational Interpreter Performance Assessment (EIPA); and
 - (iii) Obtain a minimum score of 3.0 on the performance assessment portion of the EIPA.

Compensation of non-licensed individuals providing educational interpreting shall be determined by the local school system and shall take into consideration the level of preparation, training, and work requirements.

- (l) An audiologist shall hold a license with audiologist endorsement.
 - (m) A school speech-language pathologist shall hold a school service personnel license with the school speech language pathologist endorsement.
 - (n) A school speech-language teacher hired by a local school system to work under the direction of a school speech-language pathologist shall hold a school speech-language teacher license (A or B), a teacher license with a school speech-language teacher endorsement or a teacher license with an endorsement 068 or 464.
- (10) Personal Finance.
- (a) A teacher of personal finance shall hold a valid secondary or K-12 Tennessee teacher license; and
 - 1. Complete a minimum of fourteen (14) clock hours of training provided by the State Department of Education on use of the state adopted Personal Finance curriculum; or

(Rule 0520-01-02-.03, continued)

2. Complete fourteen (14) clock hours of training on Personal Finance provided by State Department of Education-approved organizations and/or institutions of higher education
 - (b) Teachers licensed to teach Economics, Business, Marketing, and Family and Consumer Sciences meet these employment standards and may be exempted from the training requirements of subparagraph (a).
- (11) 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 LEAs with a student enrollment of 500 to 2,499 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;
 - (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 equivalency diploma, 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;

(Rule 0520-01-02-.03, continued)

- (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, 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
 - (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, 49-2-301, 49-5-108; 49-6-6006, and Section 86 of Chapter 535 of the Public Acts of 1992. **Administrative History:** Original rule certified June 10, 1974. Amendment filed July 10, 1974; effective July 10, 1974. Amendment filed June 30, 1975; effective July 30, 1975. Amendment filed July 15, 1976; effective August 15, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed January 9, 1979; effective February 23, 1979. Amendment and new rule filed October 15, 1979; effective January 8, 1980. Amendment filed November 13, 1981; effective March 16, 1982. Amendment filed June 4, 1982; effective September 30, 1982. Amendment filed August 17, 1983; effective November 14, 1983. Amendment filed August 20, 1984; effective November 13, 1984. Amendment filed September 26, 1985; effective December 14, 1985. Amendment filed May 8, 1986; effective June 27, 1986. Amendment filed September 20, 1987; effective December 22, 1987. Amendment filed October 18, 1988; effective January 29, 1989. Amendment filed November 9, 1989; effective February 28, 1990. Amendment filed July 11, 1990; effective October 29, 1990. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 12, 1992; effective August 29, 1992. Amendment filed September 1, 1992; effective December 29, 1992. Amendment filed August 10, 1993; effective December 29, 1993. Amendment filed November 22, 1993; effective March 30, 1994. Amendment filed January 21, 1994; effective May 31, 1994. Amendment filed March 31, 1994; effective June 14, 1994. Amended by Public Chapter No. 957, Acts of 1994; effective May 10, 1994. (See Attorney General Opinion No. 094-080). Amendment filed January 31, 1995; effective May 31, 1995. Amendment filed May 31, 1996; effective September 27, 1996. Amendment filed October 17, 1997; effective February 27, 1998. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed July 31, 2000; effective November 28, 2000. Amendment filed March 1, 2005; effective July 29, 2005. Amendments filed May 19, 2005; effective September 28, 2005. Amendment filed June 15, 2005; effective October 28, 2005. Amendment filed March 23, 2007; effective July 27, 2007. Amendments filed September 6, 2007; effective January 28, 2008. Amendment filed May 30, 2008; effective September 26, 2008. Amendment filed July 17, 2009; effective December 29, 2009. Amendments filed February 6, 2013; effective July 29, 2013. Amendments filed September 6, 2013; effective February 28, 2014. Amendment filed May 8, 2014; effective October 29, 2014. Amendment filed May 26, 2015; effective August 24, 2015. Amendment filed September 22, 2015; effective December 21, 2015.