Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Supervision**	**5.108**	**03/03/25**
		Rescinds:	Issued:

Supervision of administrative and supervisory personnel shall be provided by the Director of Schools/designee.

Apprentice teachers shall be assisted by supervising teachers in the development of competencies required by the Board.[1]

Support personnel shall be supervised by the person designated on the approved job description.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of those duties.

All employees shall report being charged with any criminal offense to their immediate supervisor within seventy-two (72) hours of the offense.[2] The supervisor shall report the offense to the Director of Schools/designee immediately, and the Director of Schools/designee shall report the offense to the Board Chair as soon as practical.

Legal References

1. TCA 49-6-3004(c)(2)
2. 34 CFR §§ 84.205, .210, .215

Cross References

Nepotism 1.108
Alcohol & Drugs in the Workplace 1.804
Job Descriptions 5.103
Staff Positions 5.116