1	LICENSED STAFF ASSIGNMENTS AND TRANSFERS									
2										
3	Assignment									
4 5 6 7	The Superintendent assigns employees to positions consistent with their qualifications an needs of the school division.									
7 8 9	• Admi	nistrators and supervise	ors other than principals, assistant principals and	d teachers						
10 11 12	Assignment of administrative positions shall be based upon leadership skills, scholarship character, special abilities or skills, and competence.									
12 13 14	• Principals, assistant principals and teachers									
15 16 17 18	The superintendent is authorized to assign to their respective positions in the school wherein they have been placed by the School Board all teachers, principals and assistant principals.									
18 19 20	Reassignments/Transfers									
20 21 22 23 24 25 26	The Superintendent may reassign any teacher, principal or assistant principal for that school year to any school within the Division, provided no change or reassignment during a school year shall affect the salary of such teacher, principal, or assistant principal for that school year. Teachers may request a change of assignment within the areas of their certification. The Superintendent is responsible for developing procedures for the handling of voluntary teacher transfer requests.									
27 28	Definitions									
29 30 31 32 33	Supervisor - For the purposes of this policy, a person who holds an instructional supervisory position as specified in the regulations of the Virginia Board of Education and who is required to hold a license as prescribed by the Virginia Board of Education.									
33 34 35 36 37 38 39	Adopted: Amended: Amended: Amended:	November 17, 1998 June 5, 2003 December 20, 2012 June 23, 2016								
39 40 41	Legal Refs.:	egal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-294, 22.1-297								
42 43	Cross Ref:	GCCB GCI-R	Employment of Family Members Licensed Staff Assignments and Transfers	Regulations						

## File: GCI

1		LICENSED STAFF ASSIGNMENTS AND TRANSFERS				Commented [1]: With the adjustments this is word for			
2						word th	ne VSBA model p	olicy.	
3 4	Assignment								
5 6		endent assigns employ chool division.							
7 8 9	• Admin	nistrators and supervis	ors other than principals, assistant	principals and	1 teachers				
10 11 12			e positions shall be based upon leased upon leas	adership skill	s, scholarship,				
13 14	• Princi	pals, assistant principa	ls and teachers						
15 16 17 18		in they have been pla	orized to assign to their respectived by the School Board all teachers						
18 19 20	Reassignmen	nts/Transfers							
21 22 23 24 25	to any school affect the sala request a cha	within the Division, p ry of such teacher, prin ange of assignment w	y teacher, principal or assistant provided no change or reassignment icipal, or assistant principal for that ithin the areas of their certification cedures for the handling of volunta	t during a sch school year. on. The Sup	ool year shall Teachers may erintendent <u>is</u>				
26 27 28	<b>Definitions</b>								
29 30 31 32 33	position as sp	ecified in the regulation	his policy, a person who holds a ns of the Virginia Board of Educa Virginia Board of Education.						
34 35 36 37 38 39	Adopted: Amended: Amended: Amended:	November 17, 1998 June 5, 2003 December 20, 2012 June 23, 2016							
40 41	Legal Refs.:	Code of Virginia, 19	50, as amended, §§ 22.1-294, 22.1	-297					
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ALEXANDRIA CITY PUBLIC SCHOOLS