

APPLICATION FOR POSITIONS

It is the desire of the Alexandria City School Board (Board) to recruit, hire, and retain the best qualified candidates.

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. The procedures for application are to be provided on the Alexandria City Public Schools (ACPS) Department of Human Resources website and are intended to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the Board may, at the request of the Superintendent, transfer or appoint individuals to positions in other ways. For example, the Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the Division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which they might be successful, or to discipline an employee for conduct deficiencies.

Current Division employees are given an opportunity to apply for positions for which they are qualified.

The applicant determined to be the best qualified is selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Applications for employment in ACPS are made on digital forms available through the ACPS Department of Human Resources website unless otherwise specified.

It is the responsibility of the applicant to furnish accurate information. Any falsification of information or credentials is cause for dismissal or refusal to employ.

Adopted: November 17, 1998
Amended: December 20, 2012
Amended: February 4, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78

Cross Refs.:	GCD	Licensed Staff Hiring
	GCDB	Filling Administrative Vacancies
	GDD	Support Staff Hiring

APPLICATION FOR POSITIONS

It is the desire of the Alexandria City School Board (Board) to recruit, hire, and retain the best qualified candidates ~~for available positions.~~

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. The procedures for application are to be provided on the Alexandria City Public Schools (ACPS)ACPS Department of Human Resources website and are intended to give all interested and qualified parties, ~~both internal and external,~~ the opportunity to apply. While most positions will be filled using those procedures, the ~~School~~ Board may, at the request of the Superintendent, transfer or appoint individuals to positions ~~in other ways when conditions warrant.~~ For example, the ~~School~~ Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the ~~school~~ Division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which ~~they~~he or she might be successful, or to discipline an employee for conduct deficiencies.

Current Division employees are given an opportunity to apply for positions for which they are qualified.~~Vacancies within the Division will be advertised on the ACPS Department of Human Resources website.~~

The applicant determined to be the best qualified ~~is~~shall be selected for a vacant or new position, ~~regardless of whether the applicant is an internal or external candidate.~~

Applications for employment in ~~the ACPS~~Alexandria City Public Schools ~~are~~shall be made on digital forms available through ~~on~~ the ACPS Department of Human Resources website unless otherwise specified.

It is the responsibility of the applicant to furnish accurate information. Any falsification ~~or omission~~of information ~~or related to credentials, previous employment, or any other component of the application~~ is cause for dismissal or refusal to employ.

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Commented [1]: With the modifications, and other than the title and a minor adjustments for how the 'forms' are posted, this is word for word the VSBA model policy.

Commented [2]: I would amend this to be "in the ways" listed below. We should be clear about what criteria allows for one to circumvent the application process

Commented [3]: Per the model policy. This ensures they can apply. The posting language is redundant with the applications language further down in the policy.

Commented [4]: The code uses the forms and these are posted on a 3rd party site, not the ACPS website. In the model policy, the intent is to tell applicants where they can find the forms.

Commented [5]: not in model policy