

**LICENSED STAFF ASSIGNMENTS AND TRANSFERS**

**Assignment**

The Superintendent assigns employees to positions consistent with their qualifications and the needs of the school division.

- Administrators and supervisors other than principals, assistant principals and teachers

Assignment of administrative positions shall be based upon leadership skills, scholarship, character, special abilities or skills, and competence.

- Principals, assistant principals and teachers

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.

**Reassignments/Transfers**

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.

**Definitions**

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.

Adopted: November 17, 1998  
 Amended: June 5, 2003  
 Amended: December 20, 2012  
 Amended: June 23, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-294, 22.1-297

Cross Ref:	GCCB	Employment of Family Members	
	GCI-R	Licensed Staff Assignments and Transfers	Regulations

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Commented [1]: With the adjustments this is word for word the VSBA model policy.

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