

## PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

### A. Assignment.

The superintendent assigns employees to positions consistent with their abilities.

1. 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.

2. 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.

### B. 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 will 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 transfer requests.

As used in this policy, "supervisor" means a person who holds an instructional supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education.

Adopted: June 1996

Revised: November 7, 2000; April 1, 2008; June 24, 2013; April 4, 2023

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