

ASSIGNMENT AND TRANSFER

A. Assignment

The Superintendent assigns employees to positions consistent with their abilities. ~~shall have the authority to assign all employees, including teachers, principals, and assistant principals, to their respective positions in the school wherein they have been placed by the School Board.~~

1. Administrators and supervisors other than principals.

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 the school year to any school within the division provided no change or reassignment during the 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 administration shall develop procedures for the handling of voluntary teacher transfer requests. ~~shall have authority to transfer personnel within the school division when such transfers will serve the best interests of the school division and the personnel involved. The reasons for transfer shall be reasonable and shall be fully explained to personnel involved. However, no transfer or reassignment during a school year shall affect the salary of such employee for that school year~~

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.

C. Reorganization

The Superintendent shall have the authority to reorganize the delivery of services within the school division subject to the concurrence of the School Board. If such a reorganization affects an employee in that his/her position is changed or eliminated, applicable policies such as those relating to reclassification or reduction-in-force will apply.

D. Support Staff Assignments and Transfers

Support staff shall be assigned to positions for which their qualifications meet the needs of the school division's operations.

Support staff personnel may request a transfer to a position within their area of competence and for which they are qualified. Support staff personnel may be transferred to positions for which their qualifications best meet the needs of the school division.

Adopted: July 1, 1993

Amended: December 8, 1997; June 26, 2008; March 28, 2013

Reviewed: June 24, 2004; March 24, 2005

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-293, 22.1-295, and 22.1-297

Cross Refs.: GCCB Nepotism Employment Relationships

TEACHER TRANSFERS

A. Voluntary Transfer Requests

Tenured teachers or part-time teachers who have worked for the Albemarle County School Division for more than three years who are interested in pursuing transfers to other buildings shall file a transfer request form with the Department of Human Resources prior to the year in which the transfer would take place. The teacher should delineate the schools to which he/she is interested in transferring. The transfer request will be distributed to principals of the first three schools named on the list and also to the teacher's current principal. Should vacancies occur in the schools to which a transfer is requested, and if the teacher holds appropriate endorsement for the vacant position(s), the principal with the vacancy shall interview each qualified teacher who has requested a transfer. The principal shall give serious consideration to teachers who have requested transfers prior to considering external applicants. If the principal with the vacancy chooses to approve the transfer request, the teacher is not obligated to accept the offer. Transfer requests will be considered for vacancies through June 15. No transfers will be made after that date unless there is agreement between the two principals.

B. Involuntary Transfers

1. The principal has the authority to recommend to the Superintendent reassignment of teachers on his/her school staff to best accommodate the needs of students through such assignment. The principal will exercise care in making such reassignments and will take into account the desires of the involved parties along with other pertinent data related to certification and experience.
2. When an involuntary transfer from a school occurs as a result of overstaffing within the school, the principal shall make a recommendation to the Superintendent regarding which teacher shall be transferred, based on what he/she feels is in the best interests of the school and its students. Unless there are justifiable reasons for not doing so, the least senior teacher within the subject area to be reduced shall be transferred. Of course, if a qualified volunteer for the position from within the staff of the school being reduced is willing to be transferred, the matter can be concluded in this manner with the approval of the Superintendent. However, if a vacancy occurs at the end of the year the teacher who was transferred may request transfer back to his/her original school.
3. When an involuntary transfer is initiated by the administration, the affected staff member may request a personal interview with the Superintendent to discuss the reasons for transfer.

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