

PERSONNEL

**Assignment, Reassignment and Transfer**

**A. Teachers**

1. Assignment

The teachers in the School Division shall be employed and placed in the schools by the School Board upon recommendation of the Superintendent. The School Board authorizes the Superintendent to assign teachers to individual schools for the school year commencing July 1 and ending June 30. The Superintendent delegates to the principals the authority to assign teachers to their respective positions in the schools. A principal may submit recommendations to the Superintendent for the promotion, transfer and dismissal of all personnel assigned to the principal's supervision.

2. Reassignments

Instructional staff members are key to an effective learning environment; consequently, appointment to a particular teaching assignment is dependent on job performance and the needs and best interests of the School Division.

By resolution, the School Board authorizes the Superintendent to reassign teachers to any school within the School Division provided no change or reassignment shall adversely affect the salary of such teachers for that school year and provided, further, that the Superintendent shall make appropriate reports and explanations concerning such reassignments upon the request of the School Board.

**B. Principals, Assistant Principals, and Instructional Supervisors**

1. Assignment/Reassignment

The administrative personnel shall be employed by the School Board upon recommendation of the Superintendent. By resolution, the School Board authorizes the Superintendent to assign/reassign principals, assistant principals, and instructional supervisors to any school within the School Division for a school year, provided no change or reassignment shall affect the salary of such principal or assistant principal for that school year. The Superintendent shall make appropriate reports and explanations concerning such assignments/reassignments upon the request of the School Board.

2. Reassignment to Lower Paying Position

The School Board authorizes the Superintendent to reassign a principal, assistant principal, or instructional supervisor to a lower paying position, provided the School Board adheres to the

procedural requirements set forth in Virginia Code § 22.1-294, as amended, and gives notice to the affected individual of such reassignment.

### C. Classified, Professional, and Non-instructional Administrators

#### 1. Assignment/Reassignment

Classified employees, professional employees, and non-instructional administrators shall be employed by the School Board upon recommendation of the Superintendent. The Superintendent may assign/reassign personnel based on need, job performance, and in the best interests of the School Division. The Superintendent shall make appropriate reports and explanations concerning assignments/reassignments upon the request of the School Board.

#### 2. Transfers

~~a.~~ a. An employee may not request a transfer until after they have received their first evaluation. during their first three months of the probationary period.

~~b.~~ b. An employee who is on a performance improvement plan may not be transferred.

#### ***Editor's Note***

*On November 26, 2019, the School Board adopted a Continuing Resolution Authorizing the Superintendent to Reassign Principals, Assistant Principals and Teachers. Such resolution will remain in effect until the School Board takes action to revoke it. A copy of the resolution can be found in the School Board Minutes for November 26, 2019 and attached to this Policy.*

#### **Legal Reference**

Code of Virginia § 22.1-295, as amended. Employment of teachers.

Code of Virginia § 22.1-297, as amended. Assignment of teachers, principals and assistant principals by superintendent.

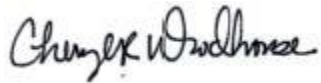
Code of Virginia § 22.1-293, as amended. School boards authorized to employ principals and assistant principals; license required; powers and duties

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals and supervisors; evaluation; reassigning principal, assistant principal or supervisor to teaching position.

#### **Related Links**

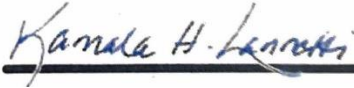
School Board [Continuing Resolution](#)

Adopted by School Board: July 21, 1970  
Amended by School Board: August 19, 1975  
Amended by School Board: July 1, 1978  
Amended by School Board: July 1, 1982  
Amended by School Board: July 1, 1984  
Amended by School Board: July 1, 1987  
Amended by School Board: July 1, 1989  
Amended by School Board: August 21, 1990  
Amended by School Board: July 16, 1991  
Amended by School Board: July 13, 1993 (Effective August 14, 1993)  
Amended by School Board: February 17, 1998  
Amended by School Board: June 15, 1999  
Amended by School Board: April 4, 2000  
Amended by School Board: October 4, 2016  
Amended by School Board: November 26, 2019  
Amended by School Board: September 12, 2023



6/13/2023

APPROVED AS TO  
LEGAL SUFFICIENCY

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