

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
- Amended: April 25, 2024

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