

LICENSED STAFF ASSIGNMENTS AND TRANSFERS REGULATIONS

Definitions:

Promotion - Changing to a different position which has greater compensation and/or responsibilities.

Reassignment - Involuntary change in position or work location.

Transfer - Voluntary change in work location without a promotion.

Voluntary Transfers

Voluntary Transfers Process

Alexandria City Public Schools follows a four step process for voluntary transfers

1. Every year, Statement of Intention forms are sent to employees prior to March 1 to determine positions that will be vacated in the upcoming year.
2. From this information and through newly budgeted positions, vacancies are identified for each school
3. Internal candidates are provided the opportunity to apply for vacancies through the Transfer Fair Process.
4. After the Transfer Fair process is completed, teachers may continue to be considered for additional openings following the Post Transfer Fair Process until July 15.

Voluntary transfer opportunities end on June 30 of each year unless an exception is approved by the Executive Director of Human Resources.

Eligibility

Continuing contract teachers, and probationary teachers who will have completed (1) year of service at the time of transfer and who are not on a Professional Growth Plan, may apply and interview for positions in their current active licensure area. Teachers on temporary contracts are not eligible to participate in the voluntary transfer process.

Transfer Fair Process

The Transfer Fair occurs each year in late winter/early spring and provides teachers and other licensed staff the opportunity to interview and be considered for positions in other schools. During the Transfer Fair, positions are only posted internally and may only be filled by existing ACPS staff.

In order to apply for any transfer vacancy, either for Transfer Fair or for subsequent transfer opportunities, the employee must inform Human Resources by completing the Transfer

47 Interest Form and returning it to Human Resources. Human Resources will review requests
 48 and provide a list of qualified candidates to the Principal/Program Manager. The
 49 Principal/Program Manager will interview all qualified candidates.

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51 **Post Transfer Fair Process**

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53 After the Transfer Fair, teachers and other licensed staff may apply for open positions until
 54 June 30 by contacting the Principal/Program Manager. ACPS employees will be screened
 55 and interviewed as part of the screening and interview process for external candidates.

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57 Voluntary transfer opportunities end on June 30 of each year unless an exception is
 58 approved by the Executive Director of Human Resources, who will consult with incoming
 59 and outgoing Principals on the implications of the decision.

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61 **Selection and Notification**

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63 The selection criteria is:

- 64 ● certification,
- 65 ● evaluations,
- 66 ● teaching experience,
- 67 ● educational preparation,
- 68 ● references,
- 69 ● ability to support the school's mission and vision,
- 70 ● and the results of an interview which is conducted to determine the ability of the
 71 applicant to satisfactorily perform the duties of the vacant position as described in
 72 the position job description.

73

74 Based on these selection criteria, the most highly qualified candidate will be selected. If
 75 based on these selection criteria, two or more applicants are equally qualified , the
 76 candidate with the greatest seniority will be selected.

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78 Transfer Fair interviews will be conducted before new hire placements are made.

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80 Teachers who are selected for a transfer will be notified by the Department of Human
 81 Resources and will be provided an opportunity to accept or decline the transfer. If more
 82 than one school selects the same transfer candidate, the candidate will be offered the choice
 83 of school assignments.

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85 Transfer candidates interviewed, but not selected, will be notified by the Department of
 86 Human Resources when the position has been filled.

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88 **Other Reassignments**

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90 Nothing in this regulation prohibits the building principal from reassigning a teacher within
 91 the building prior to declaring a position vacant.

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93 The Superintendent or designee has the authority to modify or suspend the transfer process
 94 based on the needs of the school division.
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96 Reassignments

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 98 The Superintendent has the authority to assign or reassign employees to any position at any time,
 99 when in their judgment, such assignment, even if involuntary on the part of the employee, is in the
 100 best interest of the school division. Notification will be made to the employee at the earliest
 101 possible date.
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- 103 ● Involuntary reassignments must be approved by the Superintendent through their designee.
 104 Involuntary reassignments, when known, may be made before vacant positions are posted.
 105
 - 106 a. When reassignment is necessary due to reduction in student enrollment,
 107 redistricting, or program change, ACPS gives consideration to eligible volunteers
 108 and then seniority. However, exceptions may be made based on circumstances such
 109 as the needs of the curricular and co-curricular programs within a particular school,
 110 the special skills and training of the teacher, endorsement areas, and/or the best
 111 interest of ACPS. Reassigned teachers are eligible to seek a position through the
 112 Transfer Fair process.
 113
 - 114 b. If an exception is made to using seniority as the primary basis of reduction, the
 115 principal making that exception will prepare a written explanation which must be
 116 approved by the Superintendent or designee, and provided to the affected teacher.
 117
- 118 ● Involuntary reassignments may not preclude lengthening or shortening of the teacher's
 119 contract nor guarantee continuation of any extra compensation. However, teachers
 120 involuntarily reassigned during the effective period of their contract will be paid the full
 121 amount of their contract salary and all benefits for the remainder of the contract year.
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 124 Established: June 23, 2016

125 Amended: June 6, 2024
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127
 128 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-294, 22.1-297
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130 Cross Ref.: GCI Licensed Staff Assignments and Transfers