

LICENSED STAFF ASSIGNMENTS AND TRANSFERS REGULATIONS**Voluntary Transfers****A. Timing**

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. From this information and through newly budgeted positions, vacancies are identified for each school and are posted for internal candidates only. This process called “Transfer Fair” occurs in the early spring of each year and provides teachers and other licensed staff the opportunity to interview and be considered for positions in other schools. After the initial Transfer Fair process is completed, teachers can continue to be considered for additional openings that occur after the Transfer Fair period by applying directly to principals when the vacancies are posted. Transfer opportunities end on July 15 of each year unless an exception is approved by the Chief Human Resources Officer.

B. 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 transfer process.

C. Process

Transfer Fair interviews shall be conducted at a date, time and location to be determined by the Department of Human Resources and all schools with vacancies will be represented at the Transfer Fair event. Vacancies will be posted internally only. In order to apply for any transfer vacancy, either for Transfer Fair or for subsequent transfer opportunities, the employee must forward his/her resume via email to the Principal or Program Manager designated as the recipient.

Principals will review and screen resumes of all applicants and invite the best qualified applicants for an interview.

D. Selection and Notification

The selection criteria shall be: certification, evaluations, teaching experience, educational preparation, references, and the results of an interview which shall be conducted to determine the ability of the applicant to perform satisfactorily the duties of the vacant position as described in the position job description. If two or more applicants are equally qualified after completion of the aforementioned criteria, the candidate with the greatest seniority shall be selected. Transfer Fair interviews will be conducted before new hire placements are made.

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

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

E. Other Reassignments

Nothing in this regulation shall prohibit the building principal from reassigning a teacher within the building prior to declaring a position vacant.

The Superintendent or designee shall have the authority to modify or suspend the transfer process based on the needs of the school division.

Involuntary Transfers/Reassignments

The Superintendent shall have the authority to assign employees to any position at any time, when in his/her judgment, such assignment, even if involuntary on the part of the employee, is in the best interest of the school division. Notification will be made to the employee at the earliest possible date.

- A. Involuntary reassignments shall be approved by the Superintendent through his/her designee. Involuntary reassignments, when known, may be made before vacant positions are posted.
- B. When reassignment is necessary due to reduction in student enrollment or program change, the administration shall give consideration to eligible volunteers and then seniority. However, exceptions may be made based on circumstances such as the needs of the curricular and co-curricular programs within a particular school, the special skills and training of the teacher, endorsement areas, and/or the best interest of ACPS. Reassigned teachers are eligible to seek a position through the Transfer Fair process.
- C. If an exception is made to using seniority as the primary basis of reduction, the principal making that exception will prepare a written explanation which must be approved by the Superintendent or designee, and provided to the affected teacher.
- D. Involuntary reassignments shall not preclude lengthening or shortening of the teacher's contract nor guarantee continuation of any extra compensation. However, teachers involuntarily reassigned during the effective period of their contract shall be paid the full amount of their contract salary and all benefits for the remainder of the contract year.

Established: June 23, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ [22.1-294](#), [22.1-297](#)

Cross Ref.: GCI Licensed Staff Assignments and Transfers