

## PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Principals and other supervisory personnel may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to their supervision.

Upon recommendation of the superintendent, the Wise County School Board shall place all employees within the various schools and facilities located in the school division. The superintendent has the authority to assign such employees to their respective positions within the school or facility wherein they have been placed by the School Board.

The superintendent may also reassign any such employee for that school year to any school or facility within such division, provided no change or reassignment during a school year shall affect the salary of such employee for that school year. However, no one will be employed in or reassigned to a situation where a family member, as defined in Policy GCCB Employment of Family Members, is directly responsible for that employee's supervision.

Any employee seeking a transfer of assignment to another work location for the next school year must make a request in writing to the superintendent or the superintendent's designee, with copies to the current supervisor, not later than April 1. This type of request, if granted, will be considered a voluntary transfer. A change of assignment within an immediate work station is the responsibility of the immediate supervisor.

Adopted: September 10, 2013

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

Cross Ref: GCCB          Employment of Family Members

TEACHER TRANSFER REQUEST  
Administrative Guidelines

All teaching personnel may request voluntary transfer. Priority consideration will be given to teaching personnel with continuing contract status. Administrative teacher transfer or voluntary teacher transfer is defined as a teacher moving from one school to another within his or her current areas of teaching endorsements. The term “teacher” refers to any employee who holds a valid Virginia teaching certificate and is placed on the teacher salary scale.

Conditions

The following conditions will apply to voluntary teacher transfer requests:

1. During the transfer process, principals of the schools involved shall communicate for purposes of discussing the transfer request. Instructional supervisors/coordinators or other appropriate personnel may be involved in decisions concerning the transfer.
2. A teacher can request a transfer for any reason. The reason for transfer may be listed on the Statement of Intent Form; however, the teacher is not required to give a reason.
3. Transfers within an individual school are the responsibility of the principal and are not affected by the voluntary teacher transfer policy.
4. When a vacancy occurs, the teacher transfer will be considered based on factors such as education, experience, certification and endorsement, administrative needs, and extenuating or unusual circumstances.

Procedure

The procedure for applying for a voluntary transfer is:

1. Teachers requesting transfer should submit annually on the Statement of Intent Form, the transfer request. The completed form will be returned to the Personnel Department on or before March 31.
2. After the March 31 deadline, under unusual circumstances, transfer requests may be submitted in writing for the Superintendent’s consideration.
3. Transfer requests will be considered between April 15 and the opening of school.
4. Once a teacher has been transferred to the school of his/her choice, such assignment shall remain in effect for a period of not less than one year unless earlier transfer is directed by the administration.