The Division Superintendent shall have authority on behalf of the Prince William County School Board to offer and enter into employment contracts with all personnel, subject to the approval of the School Board. Prior to making any offer of employment for the positions of Deputy Superintendent or any Associate Superintendent, the Division Superintendent shall make recommendations to the Prince William County School Board, for its approval. The Division Superintendent shall inform the School Board in a timely manner of the appointments and releases of all personnel, with the exception of substitute and temporary employees.

The Division Superintendent may delegate his or her authority to enter into employment contracts to the Deputy Superintendent, in situations where the Division Superintendent is not available and time constraints or other urgent circumstances render it necessary to enter into such a contract or contracts in his or her absence. The Division Superintendent may also delegate his or her authority to enter into employment contracts to the Associate Superintendent for Human Resources, but only for classified, non-managerial employees.

The Division Superintendent shall have the authority to reassign all teachers, principals, and assistant principals during the school year to any other school within the School Division, provided no change or reassignment during the school year shall affect the salary of such teacher, principal, or assistant principal for that school year.

The Division Superintendent shall have the authority to assign, transfer, and promote classified personnel to their respective positions in the School Division. Involuntary reassignment of a classified employee to a lower job classification may be made without reduction in pay until the end of the school year.

Every effort shall be made to fill vacancies in a timely manner so as to minimize the disruption of service to students and to maximize the efficient operation of Prince William County Public Schools. Systematic procedures for advertising vacancies shall be implemented by the Associate Superintendent for Human Resources in order to provide employees with opportunities for transfer, promotion, or additional temporary employment.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as needed.


Adopted: March 17, 1993
Reviewed/Revised: May 30, 2018

PRINCE WILLIAM COUNTY SCHOOL BOARD