Position classification and the assignment of grade levels are integral parts of the Arlington Public Schools’ administrative process. The classification of Arlington Public Schools positions involves the analysis of position specifications to determine the appropriate pay scale, position title and grade level of the position.

1. The Superintendent or designee is responsible for issuing procedures governing the classification of Arlington Public Schools positions, to include the classification of new positions, the classification of positions affected by reorganizations, and reclassifications (classification appeals submitted by the incumbents in positions or their supervisors).

2. Administrators are responsible for reviewing the descriptions of positions under their supervision on a periodic basis to determine whether they adequately describe the essential functions of the jobs.

The School Board must approve all new classifications and all changes in classification.

References
Code of Virginia, 1950, as amended, §22.1-295 Employment of teachers

Policy Adoption and Revision History
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