Panama-Buena Vista Union School District

KATIE RUSSELL, E.D. D.
District Superintendent

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BOARD OF TRUSTEES

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DATE: November 25, 2024

TO: P-BVUSD School/Site Clerks

FROM: Melissa Brown, Director of Human Resources

CC: Benjamin Boesch, Principal Van Horn Elementary
Nicole Miller, Director of Talent Management (Classified)
Selena Garza, CSEA Chapter President

RE: Transfer

The following position is officially open for the 2024-25 School Year:

School/Site Clerk **4 Hour** **Van Horn Elementary**

Current School/Site Clerks are eligible to submit a request for transfer for this position. If you are interested in being considered for this position, please submit a **"Classified Employee Request for Voluntary Transfer."** Voluntary transfers within a classification will apply only to those employees who have attained permanent status and who work 4 (Four) or more hours daily. Please submit your request to the Human Resources Department no later than **3:00 p.m. December 5, 2024.**