

Panama-Buena Vista Union School District

KATIE RUSSELL, Ed.D.
District Superintendent

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BOARD OF TRUSTEES

Bryan Easter
Linda Garcia
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DATE: April 18, 2025

TO: P-BVUSD School Secretaries

FROM: Angie Caro, Human Resources Technician

CC: Paul Coon, Principal, Tevis Jr. High
Melissa Brown, Director of Human Resources
Nicole Miller, Director of Talent Management (Classified)
Selena Garza, CSEA Chapter President

RE: Transfer

The following position is officially open for the 2025-2026 School Year:

School Secretary 8 Hours Tevis Jr. High

Current School Secretaries 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. April 25, 2025.**