ENTERPRISE ELEMENTARY SCHOOL DISTRICT

Bulletin #32
November 13, 2026

TO: **CLASSIFIED STAFF**

FROM: **MEAGAN HAWLEY-STONE**

SUBJECT: **CLASSIFIED POSITIONS**

The following positions are available within the District. If you are interested in a position, please indicate below.

Job Title	# of Pos.	Location	Reg. Duty Days**	Hours	Range	Effec. Date
Secretarial Assistant	1	DO	236.5	8.0	D	December 2026

Lateral (within same job classification) transfers must complete **only this form** below. The requirements for a lateral transfer can be found in Article 13.13.1 of the CSEA contract.

Employees not eligible for a lateral transfer must complete the **In-District application found on www.edjoin.org* and an updated resume (optional but recommended)**, no later than 3:00 P.M November 19, 2026. Employee applicants may include documents of preference from his/her personnel file.

**See Article 6 for Total Duty Time Allocation
*Contact the HR Office for the password

_____ _____ _____
Name Date Present Location

I would like to apply for the _____ position.

_____
Signature

Bulletins can be sent via interoffice mail or emailed to HR@eesd.net