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PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

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February 12, 2021

PACIFIC GROVE ADULT EDUCATION VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: **FRENCH INSTRUCTOR INTERMEDIATE/ADVANCED ONLINE**
[PACIFIC GROVE ADULT EDUCATION](#)

HOURS: 1.5 Hours per day 1 day per week
Thursday, 6:00 pm – 7:30 pm
12 months per year – Follows the Adult School Calendar
And dependent upon student enrollment

POSITION CRITERIA: *The most qualified candidates will meet the following criteria:*

- *Experience teaching French*
- *Demonstrated experience teaching French to secondary students and/or adults*

The instructor’s duties shall not be limited to the following listed performance responsibilities

PERFORMANCE RESPONSIBILITIES:

- Use a variety of resources and teaching techniques
- Develop “Conversational” level curriculum (including cultural norms)
- Provide frequent and timely feedback to student
- Create a welcome and respectful leaning environment
- Actively maintain and increase enrollment
- Track and record attendance on a weekly basis
- Maintain a safe, engaging, and respectful learning environment
- Maintain a professional appearance and demeanor
- Participate in staff development meetings
- Work collaboratively with colleagues, administrators, and support personnel
- Enforce school rules and regulations and report safety hazards
- Assume additional responsibilities as needed
- Maintain flexibility with regard to job related tasks
- Experience and expertise in Distance Learning and In Person Learning
- Expertise in Zoom meeting and Google Meets as a format for teaching
- Bilingual applicants encouraged to apply

EFFECTIVE: March 22, 2021

SALARY: Starts at \$ 31.95 per hour (depending on placement on the Adult School Salary Schedule)

DEADLINE: **Monday, March 1, 2021**

APPLICATION: Apply online at www.edjoin.org:

Pacific Grove Unified School District
Human Resource Department
Billie Mankey, Director II, Human Resources
435 Hillside Avenue
Pacific Grove, CA 93950.
PHONE: 831-646-6507 FAX: 831-646-6500
District website: www.pgusd.org

A complete classified application package includes a cover letter, current résumé and 3 letters of recommendation (within the last year).

District employees need only submit a letter of interest an updated resume is recommended.

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.