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## PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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March 20, 2023

### NOTICE OF CLASSIFIED VACANCY

#### *QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW*

- POSITION:** Title I Intervention Instructional Assistant  
Forest Grove Elementary School  
Bilingual applicants preferred
- HOURS:** 4.75 hours per day, 4 days per week, 180-day work calendar  
Monday-Wednesday: 7:45 am – 11:30 am  
Friday: 7:45am – 9:30am  
schedule subject to change based on student needs
- SALARY:** Range 31 Ranges from \$22.19 - \$28.47 per hour
- DESCRIPTION:** Under the direct supervision of classroom teachers and other certificated personnel assists in the performance of their duties, supervision of pupils and in instructional tasks.
- REQUIREMENTS:** Must meet minimum Instructional Assistant job description requirements located on our website under the employment tab. Qualified applicants will be required to complete and pass a PGUSD Instructional Assistant written test.  
Testing is held at the District office on Wednesdays at 1 pm
- EFFECTIVE:** ASAP
- DEADLINE:** **March 31, 2023**
- APPLICATION:** Submit a complete application package on EDJOIN:  
**Pacific Grove Unified School District**  
Human Resource Department  
Billie Mankey, Director, Human Resources  
435 Hillcrest Avenue  
Pacific Grove, CA 93950.  
Phone: 831-646-6507; FAX: 831-646-6527  
District website: [www.pgusd.org](http://www.pgusd.org)  
E-mail: [bmankey@pgusd.org](mailto:bmankey@pgusd.org)

A complete application package includes a cover letter, current résumé,  
District classified application, and 3 letters of recommendation.

***District employees need only submit a letter of interest.***

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.