



PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

**Ralph Gomez Porras
Superintendent**

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Assistant Superintendent**

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www.pgusd.org

September 25, 2020

NOTICE OF SHORT TERM CLASSIFIED POSITION

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** **Short Term Information Technology Technician
PACIFIC GROVE UNIFIED SCHOOL DISTRICT**
2 POSITIONS ~ These positions are serving as a support to assist in the engagement of parents and students during Distance Learning by maintaining an on call help desk.
- HOURS:** 3 hours per day, 5 days per week, Monday – Friday
Not to exceed 126 days
Exact schedule to be determined – depending on district need
- EFFECTIVE:** ASAP – 2020-2021 School Year only and not to exceed 126 days
- SALARY:** Range 35: Starts @ \$22.68 per hour
- DESCRIPTION:** Under the direct supervision of the school Principal and in conjunction with the Technology Systems Coordinator, works independently and with a high level of responsibility according to a developed plan or outline, and is responsible for maintaining, coordinating, and operating computer resources as assigned. See www.pgusd.org for job qualifications and complete job description.
- DEADLINE:** October 6, 2020

Those with a complete application packet & meeting the job requirements will be contacted to take a written test. Test Date TBD

APPLICATION: Submit a complete application package on www.edjoin.org or to:

Pacific Grove Unified School District
Human Resource Department
Billie Mankey, Director II, Human Resources
435 Hillcrest Avenue
Pacific Grove, CA 93950.
PHONE: 831-646-6507 FAX: 831-646-6527
District website: www.pgusd.org

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

District employees need only submit a letter of interest or transfer request, however submitting a current resume, cover letter and letters of recommendation is highly 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.