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

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December 8, 2021

NOTICE OF CERTIFICATED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: CTE - COMPUTER AND BUSINESS OFFICE INSTRUCTOR

Pacific Grove Adult Education
Position is subject to sufficient enrollment

HOURS: 3 hours per day Monday and Wednesday, 7 hours per day Tuesday and Thursday
Monday – Thursday 5:00 PM to 8:00 PM
Tuesday and Thursday 9:00AM to 1:00 PM
12 months per year – Follows the Adult School Calendar

EFFECTIVE: ASAP

POSITION CRITERIA:

The most qualified candidates will meet the following criteria:

- Knowledge of Computer Business Office Technology curricula, including Basic computer skills, Computer Applications Microsoft Office, Google Suite Apps, Keyboarding and Skill Building, Microsoft Word, Excel, and PowerPoint.
- Ability to organize and explain materials in ways appropriate to students with different abilities, levels of preparation, and cultural experiences.
- Promote Digital Citizenship, including the safe and responsible use of internet and digital devices.
- Knowledge of Web Design and Adobe Applications a plus.
- Possession of

The teacher'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
- 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

CREDENTIAL: Must possess a valid California Designated Subjects Career Technical Education Teaching Credential, or appropriate industry work experience and eligibility to apply for this CTE Credential.

SALARY: Starts at \$ 32.91 per hour (depending on placement on the Adult School Salary Schedule)

APPLICATION DEADLINE: Open until filled

APPLICATION PROCESS: Please submit a **complete** application packet through www.edjoin.org:

Pacific Grove Unified School District
Human Resource Department
Billie Mankey, Director II, Human Resources
435 Hillcrest Ave., Pacific Grove, CA 93950
Phone: 831.646.6507

A complete application includes
a district application, required certificates, letter of intent, updated resume, and three letters of reference.

****Incomplete application packets will not move forward****

All current district applicants will be contacted prior to interviews being scheduled.