



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

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January 9, 2023

**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:** March 31, 2023

**APPLICATION PROCESS:** Please submit a **complete** application packet through [www.edjoin.org](http://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.***

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.