



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

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April 5, 2023

## NOTICE OF ADULT EDUCATION VACANCY

*QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW*

**POSITION:** **Preschool CoOp Teacher**  
**Pacific Grove Adult Education**  
**Bilingual applicants preferred**

**HOURS:** 4 hours per day, 5 days per week, Follows the 186-day new teacher work calendar  
Monday-Friday: 8:30 AM - 12:30 PM  
One night per month meeting 7-9 PM

**DESCRIPTION:** The Pacific Grove Adult School is seeking applications for a part time instructor for our Parent Participation Pre-School Program. Under the direct supervision of the Adult Education Principal, Program Coordinator and Program Specialist, the teacher shall be held responsible for the instruction of students in their classes according to the course outline of study (on file)

### POSITION

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

1. Prepare and implement instructional goals and performance objectives
2. Assess of student learning
3. Maintain student attendance records
4. Submitting of required paperwork in a timely manner i.e. Payroll sheets, course outlines, accountability records etc.
5. Supervise all equipment entrusted to their care
6. Participate in staff development activities and meetings
7. Positive team work with colleagues, supervisors and classified staff
8. Reporting of any violations of school rules, regulations and safety hazards
9. Other related duties as assigned

**REQUIREMENTS:** Must possess or qualify for a valid Adult Education credential in the area of Child Development. Must be familiar with and able to demonstrate knowledge of Pre-school curriculum. Must have experience with pre-school children. Knowledge of Frog Street Curriculum is desirable.

**SALARY:** Hourly rate according to the current Adult Education instructor scale.  
Ranges from Step 1/A \$34.56 per hour to Step 1/D \$36.13 per hour

**EFFECTIVE:** August 7, 2023 (new hire orientation August 28, 2023)

**DEADLINE:** Open until filled – new close date

**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.