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

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June 30, 2021

NOTICE OF ADULT EDUCATION VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: **Preschool CoOp Teacher @ Lighthouse
Pacific Grove Adult Education**

HOURS: 4 hours per day, 5 days per week, 10.5 months per year
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. Step 1/A \$31.26 per hour

EFFECTIVE: 2021-2022 School year

DEADLINE: July 15, 2021

APPLICATION: Submit a complete application package on EDJOIN or to:

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
E-mail: 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.