



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

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January 9, 2023

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: Computer Office Lab Instructor
Pacific Grove Adult School Community Education
Position is subject to sufficient enrollment
Bilingual applicants preferred

HOURS: 4 hours per day, 2 days per week
Tuesday and Thursday 9:00 AM to 1:00 PM

POSITION CRITERIA:

The most qualified candidates will meet the following criteria:

- Must have experience teaching basic computer and internet skills to Adult Learners
- Knowledge of Google Suite and Microsoft office applications
- Microsoft Certification desired
- CTE or Adult Education Credential preferred

PERFORMANCE RESPONSIBILITIES:

- Use a variety of resources and teaching techniques
- Provide frequent and timely feedback to students
- Create a welcome and respectful learning environment
- Actively maintain and increase enrollment
- Track and record attendance on a weekly basis
- Maintain a professional appearance and demeanor
- Participation 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

SALARY: Ranges from \$ 34.56 – \$ 36.13 per hour (depending on placement on the Adult School Salary Schedule)

EFFECTIVE: ASAP

APPLICATION DEADLINE: March 31, 2023

APPLICATION PROCESS:

Submit a complete application on edjoin:
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 / FAX: 831.646.6527

Complete application should include a district application, letter of intent, updated resume, and three letters of reference.

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.