



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

**Dr. Ralph Gómez Porras**  
**Superintendent**  
(831) 646-6520  
Fax (831) 646-6500  
rporras@pgusd.org

**Joshua Jorn**  
**Assistant Superintendent**  
(831) 646-6509  
Fax (831) 646-6582  
josh.jorn@pgusd.org

January 9, 2023

**NOTICE OF CLASSIFIED VACANCY**

**QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW**

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

**HOURS:** 3 hours per day, 2 days per week  
**Tuesday and Wednesday 5:00 PM to 8:00 PM**  
**Follows the Adult School Calendar**

**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
- CTE or Adult Education Credential preferred
- Microsoft Certification desired

**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.