



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

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June 2, 2023

NOTICE OF CERTIFICATED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: **ESL Level A Instructor**
Pacific Grove Adult Education
Position is subject to sufficient enrollment
Bilingual applicants preferred

HOURS: 4 hours per day, 3 days per week & 3 hours per day, 1 day per week
9:00 AM to 12:00 PM Monday-Wednesday 9:00 AM to 11:00 Thursday
12 months per year – Follows the Adult School Calendar

EFFECTIVE: ASAP

POSITION CRITERIA:

The most qualified candidates will meet the following criteria:

- Experience teaching ESL
- CA Teaching Credential Authorizing teaching English Language Learners
- Demonstrated experience teaching ESL to secondary students and/or adults
- Use of technology in lessons and experience with online learning, preferred

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 credential authorizing the credential holder to provide service to students in the area of English Language Learners.

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

APPLICATION DEADLINE: June 16, 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

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.