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

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March 15, 2021

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** **Instructional Assistant**
[Adult Education Lighthouse Preschool](#)
- HOURS:** 3 hours per day, 5 days per week, 180 days per year
Schedule is likely to be 8:30am-11:30am
And is to be determined and based on student need
- SALARY:** **[Range 30 starts at \\$20.01 per hour](#)**
- DESCRIPTION:** Under the direct supervision of classroom teachers and other certificated personnel assists in the performance of their duties, supervision of pupils and in instructional tasks.
- REQUIREMENTS:** Must meet minimum **[Instructional Assistant job description requirements](#)** located on our website under the Human Resource tab. 12 units in Early Childhood Education is highly desired.
- DEADLINE:** **Open until filled**
- EFFECTIVE:** ASAP
- 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
E-mail: **bmankey@pgusd.org**

A complete application package includes a cover letter, current résumé, District classified application, and 3 letters of recommendation (within the last year).

District employees need only submit a letter of interest. An updated resume is also encouraged.

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.