



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

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June 1, 2023

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: **Preschool Instructional Assistant**
Pacific Grove Adult Education Co Op
Bilingual applicants preferred

HOURS: 3 hours per day, 5 days per week,
Follows the Child Development Center Calendar
Monday-Friday: 12:30pm – 3:30pm
schedule subject to change based on student need

SALARY: Range 30- Ranges from \$22.73 - \$29.06 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 employment tab. Qualified applicants will be required to complete and pass a PGUSD Instructional Assistant written test.
Test date TBD

EFFECTIVE: ASAP

DEADLINE: **Transfers June 1, 2023 through June 7, 2023**
Apply for transfer in writing within five (5) working days (Per CSEA contract Article VIII B. 5)

All other applicants: Submit application by June 13, 2023

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.

District employees need only submit a letter of interest. Current résumé and cover letter are recommended

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.