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

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December 30, 2021

NOTICE OF CERTIFICATED VACANCY

DISTRICT POSTING ONLY

POSITION: EL Civics Coordinator
Pacific Grove Adult Education
Position is subject to sufficient enrollment

HOURS: 4 hours per week, Monday-Thursday
Hours vary but may not exceed 4 hours per week
12 months per year – Follows the Adult School Calendar

EFFECTIVE: ASAP – June 30, 2022 Only

POSITION CRITERIA:

The most qualified candidates will meet the following criteria:

- Experience with ESL and or EL Civics
- 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 techniques to assist students with living in the United States successfully
- Ability to analyze the COOAP's student survey data and assist ESL teachers with relevant curriculum for individual students
- Develop and research relevant curriculum for individual students based on data
- Provide frequent and timely feedback to student and teachers
- Actively maintain and increase enrollment
- 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
- Bilingual applicants encouraged to apply

CREDENTIAL: Must possess a valid California credential authorizing the credential holder to provide service to students in the area of English Language Learners.

SALARY: Starts at \$ 32.91 per hour (depending on placement on the Adult School Salary Schedule)

APPLICATION DEADLINE: January 6, 2022

APPLICATION PROCESS: Please submit a letter of intent to:

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

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.