



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

June 1, 2023

## NOTICE OF CERTIFICATED VACANCY

*Qualified District Employees Will Receive an Interview*

**POSITION:** EL Civics Coordinator  
Pacific Grove Adult Education  
Position is subject to sufficient enrollment  
Bilingual applicant preferred

**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

### **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

**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 15, 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

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.***