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

Ralph Gomez Porras  
Superintendent  
(831) 646-6520  
Fax (831) 646-6500  
rporras@pgusd.org

Song Chin-Bendib  
Assistant Superintendent  
Business Services  
(831) 646-6509 Fax (831) 646-6582  
schinbendib@pgusd.org

March 9, 2022

## NOTICE OF CERTIFICATED VACANCY

*QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW*

**POSITION:** ESL Level B INSTRUCTOR  
Pacific Grove Adult Education  
Position is subject to sufficient enrollment

**HOURS:** 3 hours per day, 2 days per week, Monday and Tuesday  
9:00 AM to 12:00 PM  
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:** Starts at \$ 30.26 per hour (depending on placement on the Adult School Salary Schedule)

**APPLICATION DEADLINE:** May 30, 2022

**APPLICATION PROCESS:** Please submit a **complete** application packet through [www.edjoin.org](http://www.edjoin.org):

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.***