



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

www.pgusd.org

New Close Date

October 25, 2021

**NOTICE OF TEMPORARY CLASSIFIED VACANCY**

**QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW**

- POSITION:** Temporary Elementary Intervention Instructional Assistant  
Building a pool for both elementary schools
- HOURS:** Not to exceed 8 hours total per day, 5 days per week, 180 days per year  
Work to be performed between the hours of 7:45am-4:30pm  
Monday-Friday and based on program and student need
- SALARY:** Range 31 starts at \$21.14 per hour paid per timesheet
- 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.
- EFFECTIVE:** 2021-2022 School year only
- DEADLINE:** Open until filled
- APPLICATION:** Please submit a complete application packet 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](http://www.pgusd.org)  
E-mail: [bmankey@pgusd.org](mailto:bmankey@pgusd.org)

*District employees need only submit a letter of interest an updated resume is highly recommended.*

A complete application package includes a cover letter, current résumé,  
District classified application, and 3 letters of recommendation.

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.