



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

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January 6, 2023

NOTICE OF CLASSIFIED VACANCY AND OPPORTUNITY FOR TRANSFER

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** Instructional Assistant – Special Education
Noon Duty Supervision
Forest Grove Elementary School
- HOURS:** 30 hours per week, 180-day work Calendar
Monday, Tuesday, Wednesday & Friday: 8:00am-2:45pm
Thursday 8:00-1:30
Includes a 30-minute unpaid meal period and noon duty
- SALARY:** Range 31 \$22.19 - \$28.47 per hour Noon Duty paid at the same range
(Noon Duty when combined with another position is paid at the higher rate. **Per CSEA Bargaining unit Agreement Article II C.1**)
- 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. Knowledge of Google Suite, ability to use technology, and leading small groups in person and virtually desired.
Provide supervision of students during lunch time.
- REQUIREMENTS:** Must meet minimum job description requirements located on our website under the Human Resource tab.
Qualified applicants will be required to complete and pass a PGUSD Special Education Instructional Assistant written test. Testing will be held Wednesdays at the District Office at 10:00am
- EFFECTIVE:** ASAP
- DEADLINE:** **Open until filled**
- 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
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. An updated Resume and cover letter are highly 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.