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PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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January 18, 2023

NOTICE OF TEMPORARY CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** Temporary Instructional Assistant
Forest Grove Elementary School
Bilingual applicants preferred
- HOURS:** 6 hours per day, 5 days per week, 180-day work calendar
Monday-Friday: 8:45 am – 3:15 pm including a 30-minute unpaid meal period
schedule subject to change based on student need
- SALARY:** Range 30 Ranges from \$21.64 - \$27.68 per hour
- 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. Qualified applicants will be required to complete and pass a PGUSD Instructional Assistant written test.
Testing is held at the District office on Wednesdays at 10 am
- EFFECTIVE:** ASAP – May 26, 2023 ONLY
- DEADLINE:** **January 30, 2023**
- 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; FAX: 831-646-6527
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.

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.