



www.pgusd.org

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

June 10, 2021

## NOTICE OF CLASSIFIED VACANCY

*QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW*

- POSITION:** Instructional Assistant – Special Education  
Forest Grove Elementary School
- HOURS:** 5 hours a day, 5 days per week, 180 day work Calendar  
Monday-Friday: 9:00am-3:00pm  
Includes a 1 hour unpaid meal period
- SALARY:** Range 31 starts at \$20.52 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. Knowledge of Google Suite, ability to use technology, and leading small groups in person and virtually desired.
- REQUIREMENTS:** Must meet minimum Special Education Instructional Assistant job description requirements located on our website under the employment tab. Qualified applicants will be required to complete and pass a PGUSD Special Education Instructional Assistant written test.
- EFFECTIVE:** August 5, 2021
- DEADLINE:** **Transfers June 10, 2021 through June 16, 2021**  
**Apply for transfer in writing within five (5) working days (Per CSEA contract Article VIII B. 5)**
- All other applicants: Submit application by June 17, 2021**
- 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](http://www.pgusd.org)  
E-mail: [bmankey@pgusd.org](mailto: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 is highly*

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.