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

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August 26, 2022

NOTICE OF TEMPORARY CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** Instructional Assistant – Special Education
Pacific Grove High School
- HOURS:** 6.5 hours a day, 5 days per week, 180 day work Calendar
Monday-Friday: 8:15am-2:45pm
Includes a 30 minute 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:** ASAP through May 26, 2023 only
- DEADLINE:** **September 6, 2022**
- 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 is 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.