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

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June 24, 2021

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** Instructional Assistant – Special Education
Pacific Grove High School
- HOURS:** 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:** August 5, 2021
- DEADLINE:** **Transfers June 24, 2021 through June 30, 2021**
Apply for transfer in writing within five (5) working days (Per CSEA contract Article VIII B. 5)
- All other applicants: Submit application by July 12, 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
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.