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

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February 18, 2020

NOTICE OF CLASSIFIED TEMPORARY LONG-TERM SUBSTITUTE

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** Instructional Assistant – Special Education – Temporary Long-Term Substitute
Pacific Grove High School
Work is currently virtual but based on the program needs or school model
(i.e. distance learning, hybrid or on campus)
- HOURS:** 6 hours a day, 5 days per week, 180 day work Calendar
Monday-Friday: actual schedule TBD based on program need
Includes a 30 minutes to 1 hour unpaid meal period
- SALARY:** Range 31 \$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
- EFFECTIVE:** ASAP through April 30, 2021 ONLY
- DEADLINE:** **Open until filled**
- APPLICATION:** Submit a complete application package on EDJOIN or to:

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.

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.