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

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March 23, 2020

**NOTICE OF CLASSIFIED TEMPORARY SHORT-TERM SUBSTITUTE**

***QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW***

- POSITION:** Instructional Assistant – Special Education – Temporary Short-Term Substitute  
[Pacific Grove High School](#)  
Work will be in person on campus and based on the needs of the program
- HOURS:** 6 hours a day, 5 days per week, 180 day work Calendar  
Monday-Friday: actual schedule TBD based on program need likely to be 8:45-3:15  
Includes a 30 minute 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 May 28, 2021 ONLY
- DEADLINE:** **March 30, 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 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.