



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

Dr. Ralph Gómez Porras  
Superintendent  
(831) 646-6520  
Fax (831) 646-6500  
rporras@pgusd.org

Joshua Jorn  
Assistant Superintendent  
(831) 646-6509  
Fax (831) 646-6582  
josh.jorn@pgusd.org

May 16, 2022

## NOTICE OF CLASSIFIED JOB OPPORTUNITY AND OPPORTUNITY TO TRANSFER

*QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE FIRST CONSIDERATION*

**POSITION:** INSTRUCTIONAL ASSISTANT I  
PHYSICAL EDUCATION  
INCLUDES NOON DUTY  
PACIFIC GROVE MIDDLE SCHOOL  
(May include locker room supervision)  
Bilingual applicants preferred

**HOURS:** Monday - Friday's 7:45 AM – 3:00 PM  
6.5 hours per day, 5 days per week, 180-day work calendar  
Includes a 45 min. unpaid meal period  
Exact hours to be determined yearly and dependent on the master schedule

**EFFECTIVE:** August 9, 2023

**SALARY:** Range 30: Ranges: \$ 21.65 - \$ 27.68 per hour

**DEFINITION:** Under the direct supervision of the P.E. teachers and other certificated personnel assists in the performance of their duties, supervision of pupils and in instructional tasks.

**TRANSFERS:** Transfers ONLY May 16, 2023 through May 22, 2023  
Apply for transfer in writing within five (5) working days (Per CSEA contract Article VIII B. 5)

**DEADLINE All other applicants:** May 30, 2023

**TESTING:** Qualified applicants will be contacted to take the written District PE Aide test  
Testing will be held Wednesdays at the District Office at 1:00pm

**APPLICATION:** Submit a complete application on edjoin:

Pacific Grove Unified School District  
Human Resource Department  
Billie Mankey, Director II, Human Resources  
435 Hillcrest Avenue  
Pacific Grove, CA 93950.  
PHONE: 831-646-6507 FAX: 831-646-6527  
District website: [www.pgusd.org](http://www.pgusd.org)

A complete application package includes district classified application,  
cover letter, resume and 3 current letters of recommendation.

*District employees need only submit a letter of interest or transfer request. A current 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.