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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

January 10, 2023

NOTICE OF ITINERANT CLASSIFIED SHORT TERM VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: Short Term Paraprofessional ~ Special Education
Pacific Grove Unified School District – Robert Down Elementary School
Bilingual applicants preferred

HOURS: 2 hours per day 5 days per week 8:30am-9:30am and 2:00pm-3:00pm Monday-Friday

SALARY: Range 37: Ranges from \$ 25.78 - \$ 32.95 per hour

EFFECTIVE: ASAP through May 26, 2023 Only

DESCRIPTION: Under the direction and supervision of the Director of Student Services, and supervision of the Principal and assigned classroom teacher, Paraprofessionals, Special Needs work as a member of a team to support students with varying types and severity of disabilities. Paraprofessionals support students with behavioral and instructional needs in the areas of academics, social skills, self -help skills, independence skills and other activities of daily living. The Paraprofessional, Special Needs shall assist in classroom preparation, monitor and provide documentation of the student’s daily performance, assist with student’s personal hygiene, and assist the classroom teacher with various school events. Paraprofessionals may be directed to support different students or classrooms throughout the school year based on the needs of the students.

EDUCATION & EXPERIENCE:

- Any combination of education and/or experience that would demonstrate possession of the knowledge and abilities listed herein.
- Associates Degree, Bachelor’s Degree or pass CBEST
- 30 day substitute credential highly desirable
- Additional coursework related to this position such as education, psychology, child development, classroom behavior management and/or Early Childhood Education
- Specialized training in areas of assignment (e.g.: applied behavioral analysis, crisis intervention techniques)

DEADLINE: Closes January 16, 2023

A district written test is required for this position. Only those applicants with a complete application packet & meeting the job description qualifications will be invited to test. Test Date is held at the District Office on Wednesdays at 10:00am. Only those applicants that pass the written test will be invited to interview.

APPLICATION: Please apply through www.edjoin.org:

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

A complete application package includes: a cover letter, current résumé,
Application and 3 current (within last year) letters of recommendation.

District employees need only submit a letter of interest. An updated resume is also highly encouraged.

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.