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

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July 14, 2021

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** Instructional Assistant
Robert Down Elementary School
2 Positions
- HOURS:** 4 hours per day, 5 days per week, 180-day work calendar
Monday-Friday: 8:45 am-2:45 pm including
Exact hourly schedule to be determined and not to exceed 4 hours per day
schedule subject to change based on student need
- SALARY:** Range 30 starts at \$20.61 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.
- REQUIREMENTS:** Must meet minimum Instructional Assistant job description requirements located on our website under the employment tab. Qualified applicants will be required to complete and pass a PGUSD Instructional Assistant written test.
Test date TBD

EFFECTIVE: August 5, 2021

DEADLINE: Transfers July 14, 2021 through July 20, 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 23, 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; FAX: 831-646-6527
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.