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PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue

Pacific Grove, CA 93950

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May 12, 2023

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** TK Instructional Assistant ~ 2 Positions
Robert Down Elementary School
Bilingual applicants preferred
- HOURS:** 5.5 hours per day, 5 days per week, 180-day work Calendar
Monday - Friday: 8:30am-2:30pm
Includes a 30-minute unpaid meal period Schedule subject to change base on student need
- SALARY:** Range 30 \$21.65 - \$27.67 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. Testing will be held Wednesdays at the District Office at 1:00pm
- EFFECTIVE:** 2023-2024 School Year
- DEADLINE:** Friday, May 19, 2023
- 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
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. An updated Resume and cover letter are 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.