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

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May 11, 2021

## NOTICE OF CLASSIFIED VACANCY

**QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW**

- POSITION:** **Instructional Assistant**  
**Robert H Down Elementary School**
- HOURS:** 5 hours per day, 5 days per week, 180 days per year  
Monday-Friday: Work to be performed between the hours of 8:00 AM -3:00 PM  
Schedule to be determined based on student need  
Includes an unpaid meal period
- SALARY:** Range 30 starts at \$20.01 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:** 2021-2022 School year
- TRANSFERS:** **Transfers ONLY May 11, 2021 through May 17, 2021**  
**Apply for transfer in writing within five (5) working days (Per CSEA contract Article VIII B. 5)**
- DEADLINE:** All other applicants May 18, 2021
- APPLICATION:** Apply on [EDJOIN](#):  
**Transfers Submit WRITTEN TRANSFER REQUEST to:**

**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](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.***

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.