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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:** Noon Duty Supervisor
Robert H Down Elementary School
- HOURS:** 1 hour per day, 5 days per week, 180 day work calendar
Monday-Friday: 12:00 PM -1:00P M
- SALARY:** Range 25 starts at \$17.76 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.
- EFFECTIVE:** 2021-2022 School Year
- DEADLINE:** **Transfers May 11, 2021 through May 17, 2021**
Apply for transfer in writing within five (5) working days (Per CSEA contract Article VIII B. 5)

All other applicants: All others 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
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.