



JOB ANNOUNCEMENT

Pacific Grove Adult School Community Education

Scientific Illustration Art Instructor

Position is subject to sufficient enrollment

December 5, 2017

The Pacific Grove Adult School is seeking applications for part-time Art Instructor
2.5 hours per day, 1 day per week / Wednesday 5:30 pm - 8:30 pm

POSITION CRITERIA:

The most qualified candidates will meet the following criteria:

- Experience teaching Art to adult learners (specializing in Scientific Illustration preferred)

PERFORMANCE RESPONSIBILITIES:

- Use a variety of resources and teaching techniques
- Provide frequent and timely feedback to students
- Create a welcome and respectful learning environment
- Actively maintain and increase enrollment
- Track and record attendance on a weekly basis
- Maintain a professional appearance and demeanor
- Participation in staff development meetings
- Work collaboratively with colleagues, administrators, and support personnel
- Enforce school rules and regulations and report safety hazards
- Assume additional responsibilities as needed
- Maintain flexibility with regard to job related tasks

SALARY: \$ 30.15 per hour (Step 1, Column A of Adult Education Salary Schedule)

EFFECTIVE: ASAP

APPLICATION DEADLINE: December 18, 2017

APPLICATION PROCESS:

Submit a complete application to:
Pacific Grove Unified School District
Human Resource Department
Billie Mankey, Director II, Human Resources
435 Hillcrest Ave., Pacific Grove, CA 93950
Phone: 831.646.6507 / FAX: 831.646.6527

Complete application should include
a district application, letter of intent, updated resume, and three letters of reference.

Applications are available on line @ www.pgusd.org