



PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue, Pacific Grove, California

**Ralph Gómez Porras
Superintendent**

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Assistant Superintendent**

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www.pgusd.org

New Close Date

December 15, 2017

NOTICE OF SHORT TERM CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITIONS:** SHORT TERM INSTRUCTIONAL ASSISTANT PE
Robert Down Elementary
- HOURS:** 11:35AM – 12:05PM (Mon., Tues., Wed., Fri.)
8:55AM -9:25AM (Thurs.)
Working days to be determined /short term and not to exceed 126 working days
- EFFECTIVE:** ASAP
- SALARY:** Range 30: Starts at \$18.88
- DEFINITION:** 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.
- DEADLINE:** Open until filled

APPLICATION: Please apply through www.edjoin.org or submit a complete application package to:

Pacific Grove Unified School District

Human Resource Department
Attn: Billie Mankey, Director II, 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 classified application package includes a district classified application form,
Cover letter, current résumé and three current (within last year) letters of reference.

District employees need only submit a letter of interest (updated résumé is 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.