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PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue, Pacific Grove, California

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Superintendent

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December 21, 2017

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** **INSTRUCTIONAL ASSISTANT II, Special Education
PG High School**
- HOURS:** 6 hours per day, 5 days per week (30 hours per week)
8:00-2:45 or 8:15-3:00 depending on daily block schedule
180 days per year
- EFFECTIVE:** ASAP
- SALARY:** Range 31: Starts @ \$ 19.36 per hour
- DESCRIPTION:** Works in coordination with the special education teachers and other certificated personnel assisting in the performance of their duties, the supervision of pupils, and in instructional tasks.
- DEADLINE:** January 10, 2017
- TESTING:** Qualified applicants will be contacted to take the written District Special Education Instructional Assistant test
- APPLICATION:** Apply on EDJOIN OR 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)