



## **JOB ANNOUNCEMENT**

### **Pacific Grove Adult School Community Education Needle Point Instructor**

Position is subject to sufficient enrollment

December 5, 2017

The Pacific Grove Adult School is seeking applications for a part-time Needle Point Instructor  
3 hours per day, 1 day per week / Exact schedule to be determined (possible once a month workshop)

#### **POSITION CRITERIA:**

**The most qualified candidates will meet the following criteria:**

- Experience teaching Needle Point to adult learners

#### **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 19, 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](http://www.pgusd.org)