



## **CERTIFICATED JOB ANNOUNCEMENT**

Pacific Grove Adult Education

*Co-op* Pre-School / Parent Education Teacher

The Pacific Grove Adult School is seeking applications for Pre-School / Parent Education teacher. The teacher shall be held responsible for the instruction of students in their classes according to the course outline of study (on file)

Position Available:

March 14, 2018

Teacher Pre-School (3 Years - Kindergarten entry)

4 Days per week (Mon. - Thur.)/ 8 hours per day / 10 months per year

Position may be split into 2 positions 4 hours for am session and 4 hours for pm session

Duties:

Under the direct supervision of the Adult Education principal/and or Program Specialist:

1. Prepare and implement instructional goals and performance objectives
2. Assess of student learning
3. Maintain student attendance records
4. Submitting of required paperwork in a timely manner i.e. Payroll sheets, course outlines, accountability records etc.
5. Supervise all equipment entrusted to their care
6. Participate in staff development activities and meetings
7. Positive team work with colleagues, supervisors and classified staff
8. Reporting of any violations of school rules, regulations and safety hazards
9. Other related duties as assigned

Qualifications:

- Must Possess or qualify for Adult Education credential in the area of Child Development and Parent Education
- Must be familiar with and able to demonstrate knowledge of Pre-school curriculum
- Must have experience with pre-school children and adult education

Closes: April 4, 2018

Effective: August 8, 2018

Salary: Hourly rate according to the current Adult Education salary schedule

Application: Please submit a complete application packet through [www.edjoin.org](http://www.edjoin.org) or to:

**Pacific Grove Unified School District**

Human Resource Department

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](http://www.pgusd.org)

A complete certificated application package includes a cover letter, current résumé, copy of credential (s), copy of transcripts and 3 letters of recommendation.

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.