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# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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January 4, 2019

## NOTICE OF CLASSIFIED POSITION

*QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW*

- POSITION:** **INSTRUCTIONAL ASSISTANT, Special Education  
FOREST GROVE ELEMENTARY (4-5)**
- HOURS:** 5 hours per day, 5 days per week  
**9:00am – 3:00pm (Mon. Tues. Wed. & Fri.)**  
**9:00am – 2:00pm (Thurs.)**  
Hours include a 1 hour uninterrupted meal period  
180 days per year
- EFFECTIVE:** ASAP
- SALARY:** Range 31: Starts at \$20.08 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.
- TRANSFER:** **Transfers: January 4, 2019 thru January 14, 2019**  
**Apply for transfer in writing within five (5) working days (Per CSEA contract Article VIII B. 5)**
- DEADLINE:** All other applicants by: **January 15, 2019**  
A district written test is required for this position. Only those applicants with a complete application packet & meeting the job description qualifications will be invited to test. Test Date is likely to be Thursday, January 17, 2019 in the afternoon.  
Only those applicants that pass the written test will be invited to interview.
- APPLICATION:** **Please apply through [www.edjoin.org](http://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](http://www.pgusd.org)  
E-mail: [bmankey@pgusd.org](mailto: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.