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PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
435 Hillcrest Avenue Pacific Grove, CA 93950

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January 23, 2020

## NOTICE OF CLASSIFIED VACANCY

**QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW**

**POSITION:** Noon Duty Supervisor  
Forest Grove Elementary School

**HOURS:** 1 hour per day, 5 days per week, 180 day work calendar  
Monday-Friday: 12:00 PM -1:00P M

**SALARY:** Range 25 starts at \$17.38 per hour

**DESCRIPTION:** 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.

**REQUIREMENTS:** Must meet minimum Instructional Assistant job description requirements located on our website under the employment tab.

**EFFECTIVE:** February 17, 2020

**DEADLINE:** **Transfers January 23, 2020 through January 30, 2020**  
**Apply for transfer in writing within five (5) working days (Per CSEA contract Article VIII B. 5)**

**All other applicants: Submit application by February 3, 2020**

**APPLICATION:** Submit a complete application package on EDJOIN or to:

**Pacific Grove Unified School District**  
Human Resource Department  
Billie Mankey, Director, 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 application package includes a cover letter, current résumé,  
District classified application, and 3 letters of recommendation.

***District employees need only submit a letter of interest.***

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.