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PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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February 25, 2020

JOB ANNOUNCEMENT

Position is subject to sufficient enrollment

POSITION: ESL Level A INSTRUCTOR
Pacific Grove Adult Education

HOURS: 3 hours per day, 4 days per week
9:00 AM to 12:00 PM
12 months per year – Follows the Adult School Calendar

EFFECTIVE: ASAP

POSITION CRITERIA:

The most qualified candidates will meet the following criteria:

- *Experience teaching ESL*
- *CA Teaching Credential Authorizing teaching English Language Learners*
- *Demonstrated experience teaching ESL to secondary students and/or adults*

The teacher's duties shall not be limited to the following listed performance responsibilities.

PERFORMANCE RESPONSIBILITIES:

- Use a variety of resources and teaching techniques
- Develop "Conversational" level curriculum (including cultural norms)
- Provide frequent and timely feedback to student
- Create a welcome and respectful leaning environment
- Actively maintain and increase enrollment
- Track and record attendance on a weekly basis
- Maintain a safe, engaging, and respectful learning environment
- Maintain a professional appearance and demeanor
- Participate 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

CREDENTIAL: Must possess a valid California credential authorizing the credential holder to provide service to students in the area of English Language Learners.

SALARY: Starts at \$ 30.26 per hour (depending on placement on the Adult School Salary Schedule)

APPLICATION DEADLINE: March 3, 2020

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

Applications are available on line @ www.pgusd.org. Complete application should include a district application, required certificates, letter of intent, updated resume, and three letters of reference.