



PYRAMID LAKE JR./SR. HIGH SCHOOL
P.O. Box 267 - 711 State Street
Nixon, Nevada 89424-0267
Phone: (775) 574-1016 ❖ Fax: (775) 335-1047



JOB ANNOUNCEMENT

Open Date: APRIL 13, 2021

Closing Date: MAY 13, 2021

Position: MATH TEACHER
Where: Pyramid Lake Junior/Senior High School, Nixon, NV
Salary: Full-Time, 40 Hrs./Wk. Negotiable Depending on Education and Experience
Supervisor: Assistant Principal

Scope of Position

Teach core curriculum class: MATH. Under the supervision of the Principal or Assistant Principal, or as delegated. The Teacher will provide direct learning experiences in academic skills and social skills. Organize and provide instruction methods, techniques, materials and equipment necessary for each student's individual progress and achievements. Implement the appropriate curriculum according to established standards for subject areas.

DUTIES AND RESPONSIBILITIES:

Organize and provide instruction methods, techniques, materials and equipment necessary for each student's individual progress and achievements. Implement the appropriate curriculum according to established standards for subject areas.

Establish weekly objectives that are congruent and consistent with the long range goals of the educational program. Develop daily lesson plans with appropriate breakdown of subject materials considering various learning styles and presentation of curriculum methodologies.

Prepare and administer daily classroom assignments and lessons to provide a challenging and creative learning environment. Adapt teaching units to the local resources, culture, interests and needs of students.

Order necessary texts, workbooks, classroom supplies, and equipment following procurement guidelines. Maintain inventory of instructional materials.

Assign half-quarter, quarter, and semester grades consistent with achievement levels. Prepare student progress reports for parents and service agencies as requested. Conduct parent conferences as needed and involve parents and community volunteers in Tribal Education goals.

Maintain accurate student records and attendance; maintain proper classroom management and discipline. Maintain a safe and healthy learning environment. Handle behavioral problems consistently and fairly.

Work with Title I staff to assist students who are not achieving at a satisfactory level, cooperate with testing and lessons. Motivate students utilizing effective teaching techniques. Assist students with assignments, answer questions, and provide additional materials if available.

Enhance and improve the employability skills and employment opportunities for students.

Work cooperatively with school administration, staff, parents, and community to improve program instruction. Ensure that students are provided with the learning environment and opportunities that will help them develop physically, socially, intellectually and emotionally.

DUTIES AND RESPONSIBILITIES CONT'D:

Participate and provide in-service training as needed.

Plan and participate in appropriate field trips. Bus driving and student organization(s) advisor as needed. Supervise extra-curricular activities as directed.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of teaching techniques. Knowledge and sensitivity to Tribal cultures.

Ability to deal effectively with Native American students and families; work effectively with the Tribal community and available resources.

Possess effective skills in communicating with those encountered in the course of work, both orally and in writing.

Must have professional work ethic and provide positive behavioral modeling.

Must maintain confidentiality of information regarding students, parents, and staff.

This position is subject to a full background check. Must favorably pass a background investigation that includes character suitability.

Must possess valid Nevada driver's license, good driving record, and be insurable under the Tribe's vehicle insurance policy.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's Degree in Education Field. Secondary Teacher Certificate and ability to obtain an endorsement from State Department of Education; and experience teaching Native American students or diverse populations.

You may contact Human Resources at (775)574-1016 EXT. 1005, for more information and to obtain an application. The High School must receive all completed applications on the closing date before 3:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug and alcohol testing throughout their employment. All applicants must comply with the High School's background investigation as a condition of employment. All staff shall not be eligible to enter employment until a completed background and negative drug testing results are received.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference eligible. The Pyramid Lake Jr./Sr. High School is an Equal Opportunity Employer and qualified candidates will be considered in accordance with the provisions of Section 703 (I) of Title VII of the Civil Rights Act of 1964, amended in 1991 and is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a criminal background check (Section 3 Human Resources, 3.36 Hiring).