



**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 8, 2021**  
**REPOSTED: April 29, 2021**

**Closing Date: OPEN UNTIL FILLED**

**Position: Special Education Teacher**  
**Where: Pyramid Lake Jr./Sr. High School, Nixon, NV 89424**  
**Salary: Full-Time, 40 Hrs./Wk. DOE**  
**Supervisor: Special Education Coordinator**

### **Scope of Position:**

Under the supervision of the Principal or Assistant Principal, or as delegated. The Special Education Teacher is responsible to establish teaching strategies that are goal oriented and based upon proven instructional techniques that are designed to benefit students with special needs within a special education environment and implement School Board Policy for the educational curriculum of the classroom assigned and meets the needs of assigned students.

### **Duties & Responsibilities:**

- Comply with the code of ethics of the teaching profession, and uphold and implement School Policies and Procedures;
- Supervise Special Education staff that includes the Transition Specialist Coordinator to ensure compliance with program and student needs;
- Follow mandated compliance standards established by the applicable regulatory agency, e.g. Bureau of Indian Education, relative to program development and implementation;
- Ensure that age-appropriate instructional materials and tasks are utilized within the general or special education curriculum;
- Ensure that standards-based instruction occurs and students are assessed using the most appropriate testing; teach specific classes in the special education environment as directed by the Principal or Assistant Principal, or as delegated;
- Train teachers to implement accommodations and/or modifications in alignment with instructional objectives to meet the needs of students;
- Manage budget preparation and monitoring for the Special Education program;
- Maintain appropriate student records and submits required reports and other needed information for the effective, efficient operation of the school within designated time limits; on review of all confidential special education documents, ensures compliance with all applicable regulations;
- Maintain strict confidentiality with regards to records and information that has been obtained in the course of professional service with respect to students, parents, and other staff members, unless disclosure serves professional purposes or as required by law;
- Attend and coordinate training relative to special education for all appropriate staff and parents;
- Ensure that functional communication skills are taught for specific students and individualized communication tools are evident, i.e., picture cards, display boards;
- Manage and address student behaviors individually, through positive behavioral supports, support plans or appropriate goals and objectives;
- Develop and maintain Individualized Education Plans (IEP) as required;
- Notify parents/guardians of IEP meetings to include home visits in conjunction with the Principal or Assistant Principal, or as delegated if parent is nonresponsive to communications either by phone or letter;

**Duties & Responsibilities Cont'd:**

- Responsible for confidential handling and processing of IEP's; maintains the IEP files in order on an on-going basis and filed securely;
- Coordinate and schedule testing and services provided by related service providers, i.e. Educational Psychologist, Speech Therapist, Physical Therapist;
- Develops Request for Proposal of Services and drafts contract for related service providers and submits for the Principal or Assistant Principal, or as delegated review and School Board approval;
- Schedules and attends multi-disciplinary team meetings when required, i.e. assigned student suspended for more than 10 days;
- Perform other related work as required.

**Educational & Special Requirements (Degree/Licenses):**

Must possess a Nevada teaching license with a bachelors or master's degree in education with three years' experience working in special education or with students with special needs and administration experience; must have a First Aid/CPR certification or the ability to obtain the certification within the first three month of employment or at first opportunity.

**Required Skills & Knowledges:**

Knowledge of: the Individuals with Disabilities Act (IDEA) and the Bureau of Indian Education's (BIE) Allowable costs for IDEA; computer programming and data input; classroom management for general and special education students; parent/guardian and students rights under IDEA; development, management and implementation of student's IEP's; development of coherent instruction and student assessments aligned with the IEP; transition services for student now and future plans; budget preparation and management; funding cycle and requirements; the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA); School Policies and Procedures related to Special Education; a variety of instructional techniques and strategies aligned with instructional objectives and IEP's in order to meet the needs of students; grant requirements and BIE reporting requirements for Special Education; the Native American communities and education environment.

Ability to: provide daily supervision of the Special Education Program; provide administration of all required reports and submit within timelines; meet and communicate with students, parents/guardians, staff and community regarding the special education and transition services; work cooperatively with the Principal or Assistant Principal, or as delegated, school staff, parents/guardians and advocates; develop policies and procedures to ensure compliance with applicable special education regulations and laws; travel to outside areas to keep current with job tasks and up-to-date on technology; create an environment of respect and rapport; organize physical space to create a safe, accessible, and resource-rich environment; establish a culture of learning and demonstrate cultural competency; engage students in learning and maintain flexibility and responsiveness.

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

Must possess a valid Nevada Driver's license and be eligible for insurance coverage under the employer's Insurance Program.

You may contact Human Resources at (775)574-1016, Ext. 1005 for more information and to obtain an application. The High School must receive the completed applications & required attachments 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 & alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25 U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference. The Pyramid Lake Jr./Sr. High School 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, 3.44 Personnel Hiring).