



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: July 20, 2021

Closing Date: August 3, 2021

Position: EDUCATION COORDINATOR
Where: Pyramid Lake Jr./Sr. High School, Nixon, NV 89424
Salary: \$17.32 – \$18.38 per hour; Full-time 40 hrs. per week; Non-Exempt; Step 1-3 Depending on Experience
Supervisor: Principal

Scope of Position:

Work under the supervision of School Principal or designated licensed staff. Their primary function is to coordinate, advocate and communicate the needs of Pyramid Lake Jr/Sr High School (PLHS) students who participate in seeking their Associates. This position will facilitate and inform students and parents of this higher educational program. This will include transporting students to the designated Community College or University to obtain their Associate Degree or seek Higher Education while a PLHS student.

Duties & Responsibilities:

- Work with PLHS students to facilitate, advocate and communicate their educational needs;
- Implement, access, and provide a method of evaluation for the Program;
- Identify and utilize community resources to supplement educational goals;
- Use established goals as guide to facilitate this Program;
- Provide relevant information to the community, parents and students;
- Serve as the liaison for the PLHS, Community College/University faculty and students;
- Stay current on higher educational needs of PLHS students;
- Work with staff to provide assistance to PLHS students to prepare for post-secondary education;
- Provide safe transportation to and from respective school for PLHS students participating in this Program; follow transportation directives on upkeep and maintenance of assigned PLHS vehicle;
- Coordinate the collection of data regarding student(s) reaching goals/objectives as directed by licensed staff;
- Assist student to seek higher education under the direction of licensed staff;
- Model appropriate pro-social skills, participation, adult behaviors and problem-solving skills;
- Work as a team member with staff, community and families of students who seek higher education opportunities while a PLHS student;
- Maintain professional competencies by attending in-services, workshops, and in self-selected professional growth activities as related to the job;
- Assist other staff as may be required for the purpose of ensuring an efficient and effective learning environment;
- Insure financial transactions are submitted and processed in a timely manner;

Duties & Responsibilities CONT'D:

- Monitor and keep current with individual student's academic goals and financial obligations; this may include meeting with parents, teachers, other educational staff and student;
- Attend meetings for the purpose of receiving and/or conveying information relative to job functions;
- Perform other related work as required by the School Principal and/or licensed staff.

Educational & Special Requirements (Degree/Licenses):

High school diploma or equivalent; completion of 48 college credits or an AA Degree or successful passing score on state required paraprofessional assessment; must have a First Aid/CPR certification or the ability to obtain the certification within the three month probationary period or at first opportunity; must have a clean driving record and valid Nevada Driver's License.

Required Skills & Knowledges:

Knowledge of: correct English usage, grammar, vocabulary and sentence structure, both orally and in writing, basic organizational skills, perform basic math, preparing documents following prescribed formats, communication skills to present information to others; understand complex, multi-step written and oral instructions; simple financial process to ensure obligations are tracked and processed timely; instructional procedures and practices, age appropriate student activities; safety practices and procedures pertaining to student transportation.

Ability to lead and schedule activities and/or meetings; gather, collate, and/or classify data, and use job-related equipment; flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; operate equipment using a variety of standardized methods; ability to work with a diversity of individuals and/or groups, problem solving to identify issues and create action plans; may require independent interpretation; ability to establish and maintain effective relationships with students and faculty at higher education schools and PLHS; adapt to changing work priorities; maintain confidentiality.

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 25U.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 background check (Section 3 Human Resources, 3.36 Personnel Hiring).