



PYRAMID LAKE JR./SR. HIGH SCHOOL

P.O. Box 267 ❖ 711 State Street
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JOB ANNOUNCEMENT

Open Date: July 20, 2021

Closing Date: August 20, 2021

POSITION: INTERIM ASSISTANT PRINCIPAL (2021-2022 SCHOOL YEAR)
LOCATION: Pyramid Lake Jr./Sr. High School, Nixon, NV
SALARY: DOE, CERTIFIED POSITION
SUPERVISOR: Principal

Scope of Position:

The Assistant Principal shall assist in overseeing the operations and academic programs of the Pyramid Lake Jr./Sr. High School. Under the direction of the Principal, the Assistant Principal organizes and directs staff, volunteers and specialists to provide either advisory or technical assistance for programs and develops partnerships with communities or organizations to enhance the educational programs. Exercises vision and provides leadership and appropriately involves staff, parents, students and the community in the identification and accomplishment of the school's mission.

Duties and Responsibilities:

Assures Pyramid Lake Jr/Sr High School compliance with Bureau of Indian Education

- Assists in the establishment of goals and objectives for the school.
- Provides leadership in planning, implementing and evaluating instructional programs.
- Provides leadership in teaching techniques, innovation and class organization.
- Represent the building administrative team on school district committees as assigned.
- Supervises School Departments and individuals as assigned by the principal.
- Assists in the process of interviewing, evaluating, and selecting new staff members.
- Assists in the determination of staff needs.
- Assists in working with individual staff needs.
- Evaluate personnel and assist in the determination of goals to improve performance.
- Prepare formal evaluations as directed by Board policy and administrative regulation.
- Shall assist in the direction, supervision, and evaluation of the building instructional program.
- Assists in the maintenance and improvement of the quality of the instructional program.
- Assists in providing the leadership necessary to ensure that each teacher is following the Graded Course of Study.
- Oversee new course proposal process as requested.
- Coordinate, organize, and publish Course Selection Handbook annually as assigned.
- Manage student course registration through guidance as assigned.
- Coordinate and facilitate the development of the building master schedule: courses, sections, and teacher schedules as assigned.
- Assists with and/or coordinates inspections and visitations by State or National Educational agencies as assigned.
- Assists in the planning and implementing of programs for the health, safety and welfare of the students in the building.
- Supervises extra and co-curricular activities in the school at the direction of the high school principal.

Duties and Responsibilities CONT'D:

- Enforces and establishes disciplinary procedures which allows due process to the rights of students; familiarizes students, staff, and parents with the disciplinary procedures; hears and acts on behavior
- problems referred to the principal's office supervises the personnel responsible for the Alternative Learning Center and Saturday school; compiles the annual discipline report; revises annually the student handbook assigned by the building principal.
- Establish attendance procedures which allows due process to the rights of students; familiarizes students, staff, and parents with the attendance procedures; hears and acts on attendance problems referred by attendance personnel as assigned by the building principal.
- Establishes and maintains the various extra-curricular and co-curricular activities which are sponsored by the high school; recruits and supervises the faculty advisor for each student activity; implements the rules governing the students participating in student activities; assists the principal in the planning for the baccalaureate and graduation; supervises extra co-curricular activities in the school at the direction of the principal.
- Coordinate special academic programs and award programs as assigned.
- Assists in the communication between the school and the community.
- Assists in working with the civil authorities.
- Serves as a liaison between the school and the community.
- Assist in the development and presentation of parent information and conference evening programs as assigned by the building principal.
- Manage computer services for the administration of the building: grading, academic history, GPA, master scheduling student information, and attendance as assigned by the building principal.
- Assist in the development and implementation of building policy and procedure as assigned by the building principal.
- Assumes responsibilities for the safety and administration of the school plant when applicable as assigned.
- Directs and provides input into the preparation and management of the school budget as assigned.
- Administer the expenditure of funds allocated to the high school; approve all requisitions connected with the day to day building operation; assists in the preparation and organization of teacher requests for materials, supplies and equipment as assigned by the building principal.
- As assigned by the building principal, monitors the maintenance of the school and school facilities; assists in the security of the building; assists in the supervision of the classified employees; monitors yearly inventories of all textbooks and school equipment; approves all work and maintenance orders.
- Participates in professional growth activities.
- Participates in professional organizations whose purpose is to improve administrative skills.
- Participates in district-wide committees.
- Participates in decision making, planning and evaluation.

Required Skills & Knowledges:

Knowledge of curriculum, instruction and assessment and their relationship to meeting program goals and objectives; instructional techniques and curricular concepts related to Public Law 100-297 (Tribal Schools); Pyramid Lake Jr./Sr. High School's philosophy of the comprehensive middle and high school; adolescent and adolescent youth.

Must have knowledge and understanding of principles and practices of school administration, including school finances, teaching methods and techniques, evaluations and program development, applicable federal, state and local laws, regulations, ordinances and policies; human resources development; school law; conflict resolution; public relations; principles of effective management, staff supervision and administration; and general administration of the National School Lunch Program's guidelines and regulations.

Required Skills & Knowledges CONT'D:

Skill at planning, organizing, assigning and coordinating the activities of professional and support staff; presenting ideas effectively, verbally and in writing; dealing constructively with conflict and developing consensus.

Ability to deal effectively with people within the community and school setting; establish and maintain effective working relationships with those contacted in the course of work; supervise and evaluate subordinates effectively.

Ability to analyze and make recommendations on grant materials; read and understand accounting and budget reports; administrative principles and methods, including goal setting, program and budget development.

Ability to operate a personal computer and working knowledge of word processing, database and spreadsheet software packages; assess information and arrive at appropriate course of action.

Ability to maintain confidential information and adhere to appropriate confidentiality regulations.

Educational & Special Requirements (Degree/Licenses):

Possession of a valid Nevada teaching license; Nevada School Administrator Endorsement must be obtained prior to placement as an administrator. Proper endorsement is necessary for commencement of a contract.

Must have minimum 5 years of education experience, preferably at the secondary level with years of administrative experience.

Possession of a valid state of Nevada driver's license and be able to become insurable under the Pyramid Lake Jr./Sr. High School's insurance carrier.

Selected candidate must favorably pass a federal background investigation in accordance with PL 101-647 The Crime Control Act and PL101-630 Indian Child Protection & Family Violence Prevention Act.

You may contact Human Resources at (775)574-10165, for more information and to obtain an application. The High School must receive all completed applications on the closing date before 4:30 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 employees must comply with the High School's current 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). The High School is an Equal Opportunity Employer and all qualified applicants are considered in accordance with the provisions of Section 703(l) of Title VII of the Civil Rights Act of 1964 as amended. Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference eligible applicants. 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, 3.36 Hiring).