



PYRAMID LAKE JR. /SR. HIGH SCHOOL
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JOB ANNOUNCEMENT

Open Date: July 19, 2021

Closing Date: AUGUST 19, 2021

Position: MIDDLE SCHOOL TEACHER
Where: Pyramid Lake Jr./Sr. High School, Nixon, NV 89424
Salary: Full-Time, 40 Hrs./Wk. Negotiable Depending on Education and Experience
Supervisor: Principal

Scope of Position

Under the supervision of the Principal or Assistant Principal, or as delegated. The Middle School 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 & 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 quarter, and semester grades consistent with achievement levels. Prepare student progress reports for parents and service agencies as requested.
- Conduct parent conferences as needed.
- 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 Special Education Staff to assist students who are not achieving at a satisfactory level, cooperate with testing and lessons.
- Motivate students utilizing effective teaching techniques.
- Enhance and improve the employability skills and employment opportunities for students. Work cooperatively with school administration, staff, parents, and community to improve program instruction.

Duties & Responsibilities (continued):

- Ensure that students are provided with the learning environment and opportunities that will help them develop physically, socially, intellectually and emotionally.
- Participate in all in-service teacher training workshops when provided.
- Assist with supervision of extra-curricular activities as directed.
- May be required to serve as class advisor or assist on field trips
- Maintains computerized student records as required.
- Perform other related duties as assigned

Required Skills & Knowledge's:

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. Must provide License/Certificates: Possession of, or the ability to obtain a valid Nevada teaching license in middle or junior high school education. Must possess the knowledge and the ability to access and input data onto computerized student records or High School system. 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.

Educational & Special Requirements (Degree/Licenses):

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

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).