



**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:** August 17, 2021

**CLOSING DATE:** September 16, 2021

**POSITION:** **CHEERLEADER ADVISOR**

**LOCATION:** Pyramid Lake Jr/Sr. High School

**SUPERVISOR:** Athletic Director

**SALARY:** Coaching positions are contracted and compensation is based on a stipend according to the Extended Day Duty Scale or PLHS.

**DEFINITION:** The Pyramid Lake Jr./Sr. High School annually hires coaches to prepare athletes for competition in sports activities. Participation opportunities are offered at the Varsity and Junior Varsity levels of competition for many of the sponsored sports. Pyramid Lake Jr/Sr High School offers athletic completion in football, volleyball, cross-country, basketball, track, softball and baseball.

### **DUTIES & RESPONSIBILITIES:**

- Teach sports techniques, rules of play, strategies and game tactics.
- Conditions athletes appropriately for activities requiring endurance, strength and agility.
- Supervise and conduct practices and contests to ensure safety for all participants.
- Supervise behavior in the locker rooms, buses and during practices and games.
- Teach sportsmanship, cooperation, work ethic and responsibility to one's team.
- Monitor athletes' school attendance, grades and personal conduct. Respond to player injuries with approved first aid techniques.
- Manage uniforms, equipment and school facilities in a responsible manner.
- Coordinates game and practice times or schedules as required.
- Attends contests and practice sessions.
- Develops a system for accountability, upkeep and protection of equipment.
- Meets with parents and participants to ensure adherence to rules and regulations regarding athletic participation and school policies.
- Completes appropriate reports evaluating the activity and makes recommendations for improvements.

**ADDITIONAL INFORMATION:**

Vacancies for coaching positions are developed and forwarded to the Human Resources for posting. Posted vacancies are available to qualified teaching staff for five workdays. If no qualified teachers apply within five days, vacancies are made available to qualified non-teacher personnel.

Candidates for coaching positions are screened and interviewed by the high school athletic director and/or principal. To apply for a coaching job, candidates need to submit a letter of interest with a completed job application to the Human Resources office. The athletic director will screen all applications received and recommend one or more candidates to be interviewed. The selected coach must adhere to a pre-employment drug screening and must complete and favorably pass a background check.

Coaching salaries vary depending on the coaching assignment and the level of competition (JV or Varsity). Salaries are considered taxable income and are paid in a single check at the end of each season. The only exception to the rule is basketball, where 2 checks are issued during the season. (December and February)

Applicants should list related playing or coaching experiences and any training completed including the American Sport Education Program, university course work and first aid or CPR. In addition, candidates should list the sports they feel most comfortable teaching/coaching. (List sports in order of capability.) For further information, interested persons should call the Pyramid Lake Junior/Senior High School at (775) 574-1016.

**You may contact the HR office at (775)574-1016 or visit our website at [pyramidlakeschools.com](http://pyramidlakeschools.com), 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 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 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).

BOYS SPORTS	GIRLS SPORTS
Basketball Cross-Country Track and Field Football Baseball	Basketball Cross-Country Softball Track and Field Volleyball Cheerleading