



PYRAMID LAKE JR./SR. HIGH SCHOOL
P.O. Box 267 ❖ 711 State Street
Nixon, Nevada 89424-0267
Phone: (775) 574-1016 ❖ Fax: (775) 574-1043



JOB ANNOUNCEMENT

Open Date: DECEMBER 16, 2021

Closing Date: JANUARY 16, 2022

POSITION: PRINCIPAL
LOCATION: Pyramid Lake Jr./Sr. High School, Nixon, NV
SALARY: DOE, CERTIFIED POSITION
SUPERVISOR: Board of Education

Scope of Position:

Under the direction of the School Board of Education the principal shall be the administrative head responsible to coordinate and oversee the educational activities of the Pyramid Lake Junior/Senior High School; provide leadership, guidance and provides overall supervision of staff, parents, students and the community to identify and accomplish the school's mission.

Duties and Responsibilities:

- Work cooperatively with officials of the school board, management staff, and Federal bureau officials as well as tribal and local officials with the implementation of the policies and procedures of the Pyramid Lake Jr. /Sr. High School. Apply for grants and additional funding opportunities; prepare required reports according to grant requirements and submit in a timely manner.
- Demonstrate high moral, ethical, and professional standards of performance and personal integrity, which includes addressing problems and issues in an open, honest, and timely manner. Serve as a champion for the school, avoiding actual or perceived behavior personally or among the staff which may cast a negative impression on the school or the Board.
- Coordinate, direct and plan the academic or auxiliary programs of the school; oversee the development, revision and evaluation of the curriculum, including culture and language.
- Oversee the maintenance of student files to ensure compliance with the Bureau of Indian Education regulations; as it pertains to handling of student records and use of computerized systems.
- Represent the school within the community and expand alliances to increase public awareness about the school and the opportunities it offers to students and to their families within the educational community.
- Model and promote trust, enthusiasm, rapport, respect and openness among staff, students, and members of the community. Celebrate successes and recognize the achievements of others.
- Oversee the school's budget. Implement the budget development process with the assistance of the Finance/HR Director to meet funding requirements.
- Encourage and support staff to develop their leadership and evaluate staff performance following the School's policy and procedures. Gather and analyze information to make appropriate decisions; or to delegate responsibility.

- Develop and maintain staff knowledge of curriculum, instruction and evaluation of their ability to meet program goals and objectives; articulating appropriate teaching methods and strategies for effective classroom management and planning processes.
- Assist staff to develop required student growth plan and identifying valid, reliable sources of evidence to effectiveness. Assist staff to implementing effective instruction and assessment practices.
- Identify training needs and implement a strategic plan with the assistance of staff to develop professional growth; retaining highly qualified and effective personnel.
- Coordinate personnel endeavors with the Human Resources Manager and assigned department managers. To include: recruitment, selection and assignment of staff, teacher's certification compliance, contract compliance, disciplinary actions, and ensuring federal, state and tribal employment laws are followed appropriately.
- Provide a safe and orderly surrounding for learning and oversee the management and operation of the school's campus; make necessary and appropriate decisions concerning the safety and security procedures of the school. Ensure staff policies and practices are followed for the best interest of the students, staff and community; ensure emergency procedures and preparedness is in place as required by applicable laws.
- Attend regular and special Board of Education meetings to provide reports, updates and/or any information that could impact board decisions or general discussions.
- Provide support for Nevada native culture and tradition through curriculum development. Working with the local community to incorporate activities that promote the Native culture and history.
- Perform other related duties as assigned.

Required Skills & Knowledge:

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) and PL 93-638 as applicable; Pyramid Lake Jr./Sr. High School's philosophy of the comprehensive middle and high school.

Must have knowledge and understanding of principles and practices of school administration, including school finances, modern 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.

Knowledge and skill to assign and coordinate activities of professional and support staff; to present effectively verbally and in writing to convey a positive and professional comprehensive working environment; staff supervision and administration.

Must possess the understanding of the unique socioeconomic challenges that face our native youth and implement educational opportunities to develop socioeconomic growth.

Skill to advise and contribute to the decision-making process for the governing board regarding policies and vision for the school.

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.

Educational & Special Requirements (Degree/Licenses):

A Master's Degree in School Administration or related field, and 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.

Educational & Special Requirements (Degree/Licenses), continued:

Must have at least three (3) years of classroom teaching experience, preferably at the secondary level. With at least 4 years of administrative experience and two (2) years of grant management experience. Experience with management of a Bureau of Indian Education School preferred.

A minimum of two (2) years of leadership at the school site level as an assistant principal or principal; preferably at the secondary level.

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 and must have a First Aid/CPR certification or the ability to obtain within the probationary period or at the first opportunity.

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 and Pre-employment drug/alcohol screening.

You may contact the HR Manager at (775)574-1016, EXT. 1005 or EXT. 1025, 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(I) 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 Personnel Hiring).