



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: ON-GOING

Closing Date: OPEN UNTIL FILLED

POSITION: SUBSTITUTE

LOCATION: Pyramid Lake Jr./Sr. High School, Nixon, NV

SALARY: Substitute Daily Rate

SUPERVISOR: Principal

Scope of Position:

Under the supervision of the Principal or Assistant Principal, or as delegated. The Substitute is responsible to fulfill a regular Teacher's duties in their absence following the same instructional and learning environment that would exist if the regular Teacher was present. The Substitute will follow the lesson plans provided by the regular Teacher. If the regular Teacher cannot leave lesson plans the Substitute will take their direction from the Principal or Assistant Principal, or as delegated. The Substitute may work with the Middle School and/or High School students.

Duties & Responsibilities:

- Implement lesson plans and subject matter that will fulfill requirements of the regular teacher's curriculum in a manner that students will understand;
- Teach the lesson as prepared by the regular Teacher or as instructed by the Principal or Assistant Principal, or as delegated;
- Establish and maintain efficient classroom management procedures and standards of student behavior;
- Establish and maintain open lines of communication with students;
- Maintain established routines/schedules and procedures of the School and classroom to which the substitute is assigned;
- Maintains a safe and orderly environment;
- Maintains a professional appearance as an example to students;
- Follows and adheres to all school policies to ensure necessary and reasonable precautions are taken to protect students, equipment, materials and facilities;
- Leave a summary of work completed at the end of each instructional day for the regular Teacher;
- Maintain prompt and regular attendance for each substitute assignment;
- Perform other related work as required.

Educational & Special Requirements (Degree/Licenses):

Minimum of 60 semester credits or an Associate's degree or higher degree. Must have a current Nevada Substitute teacher license. The Pyramid Lake Jr./Sr. High School will also accept an Nevada State Endorsement as an Emergency Substitute Teacher following NAC 391.330.

This position is subject to a full background check. Must favorably pass a background investigation that includes character suitability and drug test. Must possess a valid Nevada Driver's License, good driving record, and be insurable under the PLHS vehicle insurance policy.

Required Skills & Knowledges:

Knowledge of: teaching techniques; sensitivity to Tribal cultures; professional work ethic and provide positive behavioral modeling; confidentiality of information regarding students, parents and staff; accessing and input data onto computerized student records or High School system.

Ability to: read, analyze, and interpret lesson plans, technical procedures and textbooks; deal effectively with Native American students and families; work effectively with the Tribal community and resources; communicate with those encountered in the course of work, both orally and in writing; maintain confidentiality of information regarding students, parents and staff; make rational and quick decisions.

You may contact Human Resources at (775)574-1016, EXT. 1005, 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, 3.44 Personnel Hiring).