

PYRAMID LAKE JR./SR. HIGH SCHOOL
P.O. Box 267 - 711 State Street
Nixon, Nevada 89424-0267
(775) 574-1016 (775) 574-1037 – Fax

JOB ANNOUNCEMENT

Open Date: May 25, 2012

Closing Date: OPEN UNTIL FILLED

Position: **VICE PRINCIPAL (2012-2013 School Year)**
Where: Junior/Senior High School, Nixon, NV
Salary: Negotiable – Depending on Experience
Supervisor: Principal

Scope of Position: The Vice 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 Vice 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: Assess the teaching methods and strategies being used and ensures that they are appropriate, varied and effective by applying principles of teaching and learning for both children and adults; articulates effective classroom management and planning processes. Provide high expectations for students, staff, parents and self by helping teachers understand and apply teaching styles that complement the varied learning styles of students; involve others in designing staff development programs to enhance the goals of the school; assist in identifying the special needs of individual students and making provisions of their education. Assist the Principal with coordinating, directing and planning the academic or auxiliary programs of the school. This shall include the management of teachers, counselors, staff and students on a daily basis. Maintain the student files to ensure compliance with Bureau of Indian Education's computerized system; prepares personnel reports and planning activities; Activities shall include providing counsel and guidance to students regarding academic, personal, behavioral or vocational issues. Prepare budget and financing plan documents for grant applications and operations in coordination with the Jr./Sr high school's finance department, grant status reports including tracking and audit reconciliation, with relevant program input; maintain and monitor all paperwork connected with grant-funded programs. Foster suggestions from students, staff, parents and the community for improving the school's program from observation and conferencing outcomes. Provide strategic planning to assist in identifying and accomplishing the school's mission, goals and objectives. Articulate appropriate teaching methods and strategies for effective classroom management and planning processes. Identify training needs and monitoring staff in accomplishing the strategic plan of the school to develop professional growth; evaluate performance of professional staff and retain highly qualified personnel. Evaluate performance of directly supervised staff: Counselors, special education, library, food services, cultural diversity programs as required; provide recommendations concerning instructional practices and provide in-service training as needed. Prepare quarterly and annual reports on student population based on the analysis of student records. Assist to oversee the development, revision and evaluation of the curriculum including culture and language curriculum. Assist with ensuring the safety of all students and staff in an emergency.

Duties, Continued: Plan, supervise and share all emergency preparedness activities such as required by applicable laws. Assumes the responsibility and tasks assigned in the absence of the Principal. Attends Board meetings to provide monthly reports and other meetings as required. Assists in the development or revision of job descriptions as needed. Maintain high standards of student conduct and enforce discipline programs as necessary, according to the due process of the student. Performs other related duties as assigned.

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.. 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 endorsements is necessary for commencement of a contract. Must have at least 3 years of classroom teaching experience, preferably at the secondary level with at least 4 years of administrative experience and 2 years of grant management 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 Randy Melendez, Principal or Genevieve John, Finance/HR Director at (775)574-1016, for more information and to obtain an application. The High School must receive all completed applications on the closing date before 3:30 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 process as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25 U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference eligibles. The Pyramid Lake Jr./Sr. High School is an Equal Opportunity Employer and qualified candidates will be considered in accordance with the provisions of Section 703 (l) of Title VII of the Civil Rights Act of 1964, amended in 1991 and 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).