



**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: January 17, 2024**  
**REPOSTED: February 1, 2024**

**Closing Date: February 15, 2024**

**Position: EDUCATION TECHNICIAN**  
**Where:** Pyramid Lake Jr./Sr. High School, Nixon, NV 89424  
**Salary:** \$20.06 - \$21.28 per hour; Part-time 32 hrs. per week; Non-Exempt; Step 1-3 Depending on Experience  
**Supervisor:** SPED Coordinator

### **Scope of Position:**

Under the supervision of the Special Education Coordinator the Education Technician will create and maintain a safe, positive learning environment to ensure the holistic development of each student and staff member through cultural, social, spiritual, physical and academic experience. Will be responsible for supporting classroom teacher(s) in support of the Special Education.

### **Duties & Responsibilities:**

- Monitor student during various phases of the school day;
- Provide assistance to special needs students;
- Supports educational efforts in the Special Education classroom and general education classroom as needed;
- Works with students in accordance with plans developed by the Special Education Coordinator and classroom educator;
- Follow mandated compliance standards established by Bureau of Indian Education ("BIE"), relative to program development and implementation;
- Maintain appropriate student records and submits required reports and other required information for an effective and efficient operation of the Special Education Department within designated time limits;
- Review of all confidential special education document to ensure compliance with all applicable regulations;
- Maintain strict confidentiality with regard to records and information that has been obtained in the course of professional service with respect to students, parents, and other staff members, unless disclosure serves a professional and need to know purposes or as required by law;
- Attend and coordinate training relative to special education for all appropriate staff, students, and parents;
- Assist Special Education Coordinator with planning, coordinating, and communicating with SPED staff;
- Assist as needed in developing and maintaining Individualized Education;
- Notify parents/guardians of IEP meetings to include home visits in conjunction with the Principal or Assistant Principal, or as delegated if parent is nonresponsive to communications either by phone or letter;
- Responsible for confidential handling and processing of IEP's; maintains the IEP files in order on an ongoing basis and filed securely;
- Coordinate and schedule testing and services provided by related service providers, i.e.

Educational Psychologist, Speech Therapist, Physical Therapist;

• **Duties & Responsibilities CONT'D:**

- Answer telephones; maintain calendars and schedule appointments for all Special Services personnel. Copy, record and send confidential files as required through the Record Request process.
- Destroy confidential files as required in procedures established within special education law. Track and reorder department forms and documents.
- Process and input all purchase orders, credit card requests, and check requests. Track and monitor requests.
- Responsible to replenish department supplies and maintain inventory.
- Work independently in completing assigned tasks and in maintaining the standard correspondence, files, and reports of the office;
- Deal courteously with the public and obtain the information necessary to assist them. Assists with lesson assignments; reinforces learning concepts to students.

**Educational & Special Requirements (Degree/Licenses):**

Associate's (or higher) Degree or completed 60 hours of study from an institution of high education plus year of experience. Experience should be in the same line of work or one which is basically similar to the education position the applicant may be placed in. Experience must be related to Special Education or working with individuals that have special needs. Must have a First Aid/CPR/AED certification or the ability to obtain the certification within their probationary period.

**Required Skills & Knowledges:**

Knowledge of proper English usage, grammar, and sentence structure, both orally and in writing, basic organizational skills, perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions; instructional procedures and practices, age appropriate student activities; safety practices and procedures and behavior patterns and developmental limitations of special needs students; blood-borne pathogen and universal precaution process.

Ability to schedule activities and/or meetings; gather, collate, and/or classify data, and use job-related equipment; flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; operate equipment using a variety of standardized methods; ability to work with a diversity of individuals and/or groups, problem solving to identify issues and create action plans; may require independent interpretation; ability to establish and maintain effective relationships with students; adapt to changing work priorities; maintain confidentiality and meet the physical demands of this position.

Must be able to favorably pass a pre-employment drug test and federal background investigation.

Must possess a valid Nevada driver's license and be insurable under the school's insurance carrier.

You may contact Human Resources at (775)574-1016, Ext. 1005 for more information and to obtain an application. The High School must receive the completed applications & required attachments 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 & 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. 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).