



# PRINCIPAL APPLICATION PACKET

**Pyramid Lake Schools**  
Nixon, Nevada

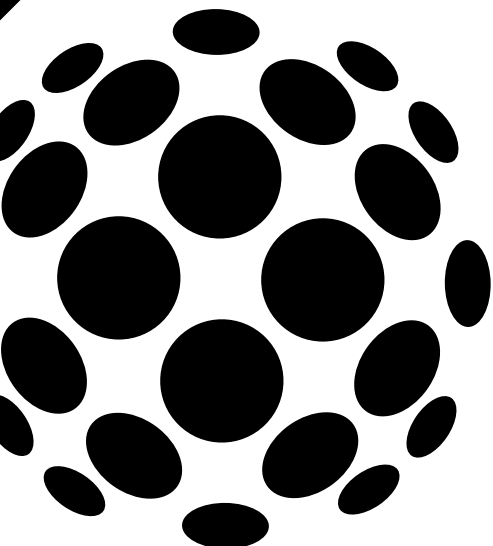
**Keith Lewis**

Lead Consultant

---

Phone: (775) 443-5451  
Email: [moderneducatehr@gmail.com](mailto:moderneducatehr@gmail.com)

Website: <https://moderneducatehr.com>





# PYRAMID LAKE JR/SR HIGH SCHOOL

## WELCOME – WHY PYRAMID LAKE SCHOOLS

### **A Distinctive Place to Lead, Learn, and Live**

Pyramid Lake Junior/Senior High School offers a unique opportunity to lead in a community where culture, identity, and education are deeply connected. Located in Nixon, Nevada, and serving the Pyramid Lake Paiute Tribe, the school provides a powerful setting where leadership can make a direct and lasting difference in the lives of students, families, and the broader community.

As Principal, you will lead a school where relationships are foundational, culture is honored, and education is viewed as a pathway to opportunity, self-determination, and lifelong success.

### **About Pyramid Lake Jr./Sr. High School**

Pesa Awamoo'a!

Pyramid Lake Jr./Sr. High School is a close-knit, student-centered learning community grounded in strong relationships, academic growth, and cultural identity. The school is deeply committed to preparing students for success through a balanced focus on Culture, College, and Career readiness.

Students benefit from a rigorous academic program that integrates Indigenous knowledge and traditions alongside college- and career-preparatory coursework. The school supports achievement on End-of-Course exams, ACT and SAT assessments, and multiple post-secondary pathways—including college, military service, and workforce training.

Through its partnership with Truckee Meadows Community College, students have the opportunity to participate in the JumpStart program, allowing them to graduate with both a high school diploma and an associate degree—expanding access and opportunity in meaningful ways.

This is a school where:

- Relationships between students, staff, and families are strong and personal
- Culture and identity are embedded in daily learning experiences
- Collaboration with families and the community is essential, not optional
- Every student is encouraged to engage, grow, and thrive

Educators, families, and community members work together to create a supportive environment where students are known, valued, and empowered.

### **A Community Rooted in Culture and Connection**

Pyramid Lake Jr./Sr. High School serves the Pyramid Lake Paiute Tribe, a community rich in history, tradition, and resilience. Culture is not an addition to the educational experience—it is central to it.

The school emphasizes culturally responsive practices and the integration of Indigenous knowledge into the curriculum, ensuring students see themselves reflected in their learning while preparing for success beyond high school.

This strong cultural foundation creates a learning environment where students develop both academic skills and a deep sense of identity, responsibility, and belonging.

### **Small School, Meaningful Impact**

As a small, rural school, Pyramid Lake Jr./Sr. High School offers a level of connection and impact that is rare in larger systems.

Leadership here is visible, personal, and immediate. The Principal works closely with students, staff, families, and tribal leadership to shape the direction of the school and ensure that decisions reflect the needs and values of the community.

This is a setting where:

- Leaders know their students and families personally
- Decisions are responsive and relationship-driven
- Innovation is possible because of strong community alignment
- Leadership is felt every day in classrooms and across campus

### **Expanding Opportunities for Students**

Pyramid Lake Jr./Sr. High School is committed to expanding opportunities that support the diverse interests and goals of its students.

In addition to strong academics, the school continues to grow:

- Extracurricular programs
- Career and technical education pathways
- Dual-credit and early college opportunities
- Partnerships that connect students to real-world experiences

The focus on Culture, College, and Career ensures that students graduate prepared for whatever path they choose—while remaining connected to who they are and where they come from.

### **An Exceptional Quality of Life**

Nixon, Nevada offers a unique lifestyle grounded in community, culture, and natural beauty. Located near Pyramid Lake and within driving distance of Reno-Sparks, the area provides:

- A close-knit, supportive community environment
- Access to regional amenities while maintaining a rural lifestyle
- Opportunities to engage with culture, history, and the outdoors
- A pace of life that supports balance and meaningful work

This is a place where educational leaders can make a difference professionally while experiencing a strong sense of purpose and connection personally.

### **Why Lead Here?**

Leading Pyramid Lake Jr./Sr. High School means becoming part of a community that:

- Values its students, culture, and future
- Believes in the power of education to transform lives
- Supports leaders who listen, collaborate, and lead with integrity
- Is committed to preparing students for success without losing sight of identity and tradition

For the right Principal, this role offers more than a position—it offers a meaningful opportunity to lead with purpose in a truly distinctive and culturally rich community.



# 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

Opening Date:	April 1, 2026		Closing Date:	May 1, 2026
---------------	---------------	--	---------------	-------------

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.

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 our search consultants, Modern EducateHR, at [moderneducatehr@gmail.com](mailto:moderneducatehr@gmail.com) to obtain an application or you can also apply online at [www.moderneducatehr.com](http://www.moderneducatehr.com). 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).



# PYRAMID LAKE JR/SR HIGH SCHOOL

## PRINCIPAL PROFILE

### **PURPOSE**

The Pyramid Lake Jr./Sr. High School Board of Education seeks a Principal who will serve as the instructional and administrative leader of a small, community-centered school grounded in strong relationships and a commitment to Culture, College, and Career readiness.

The Principal will provide visionary leadership while ensuring effective daily operations, fostering a positive school culture, and strengthening partnerships among students, staff, families, and the Pyramid Lake Paiute Tribe. This profile reflects the Board's expectations for a collaborative, student-centered leader who values culturally responsive practices and community engagement in a rural setting.

### **REQUIRED QUALIFICATIONS & ELIGIBILITY**

The Board seeks candidates who meet the following minimum qualifications:

- Holds, or is eligible to hold, a Nevada school administrator endorsement.
- Possesses a Master's Degree in School Administration or a related field.
- Has at least three (3) years of classroom teaching experience, preferably at the secondary level.
- Brings four (4) years of administrative experience, including two (2) years of grant management experience.
- Has a minimum of two (2) years of school-site leadership experience as an assistant principal or principal.
- Holds, or is eligible to hold, a valid Nevada driver's license and First Aid/CPR certification.

Preferred Qualifications:

- Experience working in or leading a Bureau of Indian Education (BIE) school.

### **LEADERSHIP PROFILE AND DESIRED ATTRIBUTES**

#### **Instructional Leadership & Student Achievement**

The Board seeks a Principal who:

- Serves as a strong instructional leader focused on academic growth, student engagement, and post-secondary readiness.
- Supports a rigorous academic program that includes End-of-Course assessments, ACT/SAT preparation, and dual-credit opportunities.
- Promotes effective teaching practices, curriculum development, and data-informed decision-making.
- Supports staff in implementing student growth plans and effective instructional strategies.

### **Governance & Board Relations**

The successful candidate will:

- Work collaboratively with the Board of Education to implement policies and achieve the school's mission.
- Provide timely, transparent updates and recommendations to support informed decision-making.
- Understand and respect the governance role of the Board while effectively leading school operations.

### **School Operations and Fiscal Management**

The Board desires a Principal who:

- Oversees budget development and financial management, including grant funding and reporting.
- Ensures compliance with federal, state, tribal, and Bureau of Indian Education regulations.
- Maintains a safe, orderly, and well-managed campus environment.
- Effectively manages school systems, student records, and operational processes.

### **Staff Leadership & Human Resources**

The ideal candidate will:

- Foster a culture of trust, collaboration, and professional growth.
- Recruit, retain, and support high-quality staff.
- Conduct fair and meaningful evaluations aligned with school policies.
- Identify professional development needs and implement strategic staff development plans.

### **Communication & Community Engagement**

Pyramid Lake seeks a Principal who:

- Is highly visible, approachable, and engaged in the school and community.
- Communicates clearly and consistently with students, staff, families, and stakeholders.
- Serves as a strong ambassador for the school, promoting its programs and successes.
- Builds partnerships that expand opportunities for students.

### **Community Values & Commitment**

The Board seeks a leader who:

- Embraces the close-knit, relationship-driven nature of Pyramid Lake Jr./Sr. High School.
- Understands and values the rural community context.
- Demonstrates a commitment to long-term leadership and stability.
- Champions the school's mission of preparing students for success through Culture, College, and Career readiness.

## ***SUMMARY***

Pyramid Lake Jr./Sr. High School seeks a Principal who is a collaborative, culturally responsive, and student-focused leader. The Board desires a leader who will:

- Lead with integrity and professionalism
- Strengthen academic outcomes while honoring cultural identity
- Build strong relationships across the school and community
- Effectively manage school operations and resources

This is a unique opportunity to serve a school community where culture, relationships, and student success are deeply interconnected, and where the Principal plays a vital role in shaping both educational outcomes and community impact.



# PYRAMID LAKE JR/SR HIGH SCHOOL

## PRINCIPAL – APPLICATION PROCESS

Pyramid Lake JR/SR High School invites qualified candidates to apply for the position of Principal. The application process is designed to ensure a fair, transparent, and efficient search in compliance with Nevada law.

### APPLICATION REQUIREMENTS

A completed application packet must include the following:

1. Completed **Application for Principal**
2. **Letter of Interest**, addressing the candidate's qualifications, leadership experience, and interest in serving as Principal of Pyramid Lake JR/SR High School
3. Current **Résumé**
4. Signed **Waiver of Potential Statutory Notice** (required)
5. Signed **Background Check Disclosure and Authorization** (required)

Incomplete application packets may not be considered.

### IMPORTANT NOTICE REGARDING NEVADA OPEN MEETING LAW

In accordance with Nevada Open Meeting Law requirements, applicants are required to sign a Waiver of Potential Statutory Notice as part of the application process. The waiver relates to notice provisions under Nevada law that may apply when a public body discusses an individual's professional competence. Signing the waiver allows the Board of Trustees to consider applications and conduct the Principal search selection process in a timely and efficient manner, consistent with Nevada Open Meeting Law requirements. Applicants who do not submit a signed waiver may not be considered in certain stages of the selection process.

### SUBMISSION INSTRUCTIONS AND DEADLINE

All application materials must be received no later than: **May 1, 2026**

Applications should be submitted electronically, preferably by email, to:

**Keith Lewis | Modern EducateHR | [keith@moderneducatehr.com](mailto:keith@moderneducatehr.com)**

If electronic submission is not possible, candidates should contact **Keith Lewis** promptly to make alternative arrangements.

### QUESTIONS

For questions regarding the application process, please contact:

**Keith Lewis | [keith@moderneducatehr.com](mailto:keith@moderneducatehr.com) | (775) 443-5451**

## **ADDITIONAL INFORMATION**

1. **Confidentiality Notice** – Applicant materials may be subject to disclosure under Nevada public records law. Pyramid Lake JR/SR High School has retained Modern EducateHR to assist with this recruitment, and Modern EducateHR is acting as an independent search consultant and agent of the District for purposes of this recruitment. Pyramid Lake JR/SR High School will comply with all applicable legal requirements regarding confidentiality and disclosure.
2. **Candidate Identity and Public Disclosure** – The identify of applicants will be treated as confidential to the extent permitted by Nevada law. Pyramid Lake JR/SR High School does not intend to publicly release the names of candidates during the initial screening process. Applicant identities will only be publicly disclosed if and when Modern EducateHR recommends a slate of finalists to the Board of Trustees for consideration and the Board takes action to identify finalists for interview in compliance with Nevada Open Meeting Law requirements.
3. **Equal Opportunity Statement** – Pyramid Lake JR/SR High School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, or any other status protected by law.



## Pyramid Lake Jr./Sr. High School Administration Salary Schedule

PRINCIPAL – MS / HS (195 Days)			
Years	MA	MA+16	MA+32
1	\$91,711.20	\$94,462.54	\$97,296.41
2	\$94,462.54	\$97,296.41	\$100,215.30
3	\$97,296.41	\$100,215.30	\$103,221.76
4	\$100,215.30	\$103,221.76	\$106,318.42
5	\$103,221.76	\$106,318.42	\$109,507.97
6	\$106,318.42	\$109,507.97	\$112,793.21
7	\$109,507.97	\$112,793.21	\$116,177.00
8	\$112,793.21	\$116,177.00	\$119,662.31
9	\$116,177.00	\$119,662.31	\$123,252.18
10	\$119,662.31	\$123,252.18	\$126,949.75
11	\$123,252.18	\$126,949.75	\$130,758.24
12	\$126,949.75	\$130,758.24	\$134,680.99
13	\$130,758.24	\$134,680.99	\$138,721.42
14	\$134,680.99	\$138,721.42	\$142,883.06
15	\$138,721.42	\$142,883.06	\$147,169.55

*3% increase per step*

ASST. PRINCIPAL (190 Days)			
Years	MA	MA+16	MA+32
1	\$77,434.37	\$79,757.40	\$82,150.12
2	\$79,757.40	\$82,150.12	\$84,614.63
3	\$82,150.12	\$84,614.63	\$87,153.07
4	\$84,614.63	\$87,153.07	\$89,767.66
5	\$87,153.07	\$89,767.66	\$92,460.69
6	\$89,767.66	\$92,460.69	\$95,234.51
7	\$92,460.69	\$95,234.51	\$98,091.54
8	\$95,234.51	\$98,091.54	\$101,034.29
9	\$98,091.54	\$101,034.29	\$104,065.32
10	\$101,034.29	\$104,065.32	\$107,187.28
11	\$104,065.32	\$107,187.28	\$110,402.90
12	\$107,187.28	\$110,402.90	\$113,714.98
13	\$110,402.90	\$113,714.98	\$117,126.43
14	\$113,714.98	\$117,126.43	\$120,640.23
15	\$117,126.43	\$120,640.23	\$113,714.98

*3% increase per step*

*Step 15 may be deleted, checking on wording from Board Members at the 7/11/2023 Board meeting.*

*Wage Scales approved by Board but not clear if step 15 was included.*

*Source: Pyramid Lake Jr./Sr. High School Board — 7/12/2023*

This Salary Schedule was Recreated by Modern EducateHR to include in the Application Packet.

While this is what we believe to be an accurate reflection of the salary schedule, the official salary schedule is maintained by Pyramid Lake Schools



# PYRAMID LAKE JR/SR HIGH SCHOOL

## WAIVER OF POTENTIAL STATUTORY NOTICE

As Pyramid Lake Schools prepares to review applicants for Principal, we want to ensure you understand provisions of Nevada law that may affect this process.

Under the Nevada Open Meeting Law, NRS 241.033, a public body may not hold a meeting to consider a person's character, alleged misconduct, or professional competence without providing that person written notice. In addition, under NRS 241.020, if any portion of a meeting will be closed to consider a person's character, alleged misconduct, or professional competence, the public body must include the name of the person on the meeting agenda.

To allow the Board of Trustees to consider applications and conduct the superintendent selection process in a timely and efficient manner, consistent with Nevada Open Meeting Law requirements, applicants are requested to voluntarily waive any notice rights they may have under NRS 241.033 and NRS 241.020 for purposes of this selection process.

Without a signed waiver, the process may be delayed, or the Board may proceed without considering your application at certain stages of the selection process.

If you have questions, please contact Keith Lewis at [keith@moderneducatehr.com](mailto:keith@moderneducatehr.com)

### **ACKNOWLEDGMENT AND WAIVER**

I understand that I may have rights to notice under NRS 241.033 and NRS 241.020, and I voluntarily waive any and all such notice rights under these statutes for purposes of being considered during the Pyramid Lake Schools Principal selection process.

---

**Name**

---

**Date**

---

**Signature**



# PYRAMID LAKE JR/SR HIGH SCHOOL

## BACKGROUND CHECK DISCLOSURE & AUTHORIZATION

As part of the selection process, and consistent with applicable law, Pyramid Lake Schools may obtain a consumer report and/or investigative consumer report for employment purposes through its search firm, Modern EducateHR, and a consumer reporting agency.

This report may include information regarding your professional history, employment verification, education, criminal history, licensure, and other information permitted by law.

I understand that a background check will be conducted only if I am selected as a finalist for the position.

By signing below, I authorize Pyramid Lake Schools and its agent, Modern EducateHR, to obtain and use such reports for employment purposes.

I understand that I have the right to request the nature and scope of any investigative consumer report and to dispute the accuracy of any information contained in a report, as provided by law.

This authorization remains valid throughout the selection process.

---

**Name**

---

**Date**

---

**Signature**