



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@moderneucatehr.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@moderneucatehr.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.