

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

**REGION 1  
EDUCATION SERVICE AGENCY**

**NESC BOARD POLICIES**

**2016-17**

***"Broadening Educational Horizons"***



**Gerald Aberle, Director**

**Tim Frewing, Assistant Director**

**Brice Christensen, Business Manager**

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE  
NESC BOARD POLICIES**

**Table of Contents**

Board of Advisors .....Page 5

Board of Directors .....Page 6

Organizational Chart .....Page 7

Article I: Employment.....Page 8

Article II: Leave Policy, Paraprofessional Staff .....Page 9

Article III: Miscellaneous .....Page 10

Article IV: Sexual Harassment .....Page 10

Article V: Drug and Alcohol Policy .....Page 15

Article VI: Acceptable Use Policy .....Page 16

Article VII: Vehicle Use Policy .....Page 17

Article VIII: Family & Medical Leave.....Page 18

Article IX: Grievance Procedure .....Page 20

Article X: Life-Sustaining Emergency Care Procedure.....Page 23

Article XI: Administration of Medications .....Page 23

Article XII: Reporting Child Abuse .....Page 29

Article XIII: Business Credit Card Policy .....Page 30

Article IV: Fleet Credit Card Policy .....Page 30

Article XV: Non Fixed Asset Inventory .....Page 31

## Appendices

|   |         |
|---|---------|
| Appendix A..... NESC Job Descriptions .....     | Page 32 |
| Director .....                                  | Page 33 |
| Assistant Director .....                        | Page 34 |
| Business Manager.....                           | Page 35 |
| Administrative Assistant .....                  | Page 36 |
| Early Childhood Special Education Teacher ..... | Page 37 |
| Speech-Language Pathologist.....                | Page 38 |
| Speech-Language Pathology Assistant.....        | Page 39 |
| School Psychologist .....                       | Page 40 |
| Psychological Examiner .....                    | Page 41 |
| Academic Evaluator.....                         | Page 42 |
| Supervisor, School Psychological Services ..... | Page 43 |
| Center-Base Classroom Teacher .....             | Page 44 |
| Center-Base Paraprofessionals.....              | Page 45 |
| Education Specialist .....                      | Page 46 |
| Title IX Coordinator.....                       | Page 47 |
| Physical Therapist .....                        | Page 48 |
| Occupational Therapist, Registered .....        | Page 49 |
| Certified Occupational Therapy Assistant.....   | Page 50 |
| Technology Coordinator .....                    | Page 51 |
| Transition Coordinator .....                    | Page 52 |
| School Nurse .....                              | Page 53 |
| ESA Education Specialist .....                  | Page 54 |

\* \* \* \* \*

The Northeast Educational Services Cooperative does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Director  
310 5<sup>th</sup> Street  
PO Box 327  
Hayti, SD 57241  
(605)783-3607

Kansas City Office  
Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106 Telephone: 816-268-0550  
FAX: 816-268-0599; TDD: 800-877-8339  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

### BOARD OF ADVISORS

|                    |  |
|--------------------|--|
| Justin Downes      | Arlington School District # 38-1           |
| Steve Benson       | Britton-Hecla School District # 45-4       |
| Keith Fodness      | Castlewood School District # 28-1          |
| Luanne Warren      | Clark School District # 12-2               |
| Abi Vanregenmorter | De Smet School District # 38-2             |
| Kevin Keenaghan    | Deubrook Area School District # 5-6        |
| Dean Christensen   | Deuel School District # 19-4               |
| Brian Jandahl      | Elkton School District # 5-3               |
| Virginia Dolney    | Enemy Swim Day School                      |
| James Lentz        | Estelline School District # 28-2           |
| Gary Leighton      | Florence School District # 14-1            |
| Al Stewart         | Grant-Deuel School District # 25-3         |
| Patrick Kraning    | Hamlin School District # 28-3              |
| Steve Zirbel       | Henry School District # 14-2               |
| Mike Ruth          | Iroquois School District # 02-3            |
| Tim Casper         | Lake Preston School District # 38-3        |
| Teresa Appel       | Rosholt School District # 54-4             |
| Laura Schuster     | Sioux Valley School District # 5-5         |
| Kurt Jensen        | Summit School District # 54-6              |
| Dean Jones         | Waubay School District # 18-3              |
| John Bjorkman      | Waverly/South Shore School District # 14-5 |
| James Block        | Webster Area School District # 18-5        |
| Scott Klaudt       | Willow Lake School District # 12-3         |
| Larry Hulscher     | Wilmot School District # 54-7              |

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE  
BOARD OF DIRECTORS**

|                   |  |
|-------------------|--|
| Martin Murphy     | Arlington School District # 38-1           |
| Kurt Zuehlke      | Britton-Hecla School District # 45-4       |
| Cory Akin         | Castlewood School District # 28-1          |
| Trudy Gaikowski   | Clark School District # 12-2               |
| Norman Koehlmoos  | De Smet School District # 38-2             |
| Carie Knutson     | Deubrook Area School District # 5-6        |
| Debbe Koenecke    | Deuel School District # 19-4               |
| Arend Schuurman   | Elkton School District # 5-3               |
| Lois Owens        | Enemy Swim Day School                      |
| Ron Gorder        | Estelline School District # 28-2           |
| Tracy Hlavacek    | Florence School District # 14-1            |
| Jared Engebretson | Grant-Deuel School District # 25-3         |
| Joe Homola        | Hamlin School District # 28-3              |
| David Fuller      | Henry School District # 14-2               |
| Greg Schortzman   | Iroquois School District # 02-3            |
| Cristy Woodcock   | Lake Preston School District # 38-3        |
| Hailey Peterson   | Rosholt School District # 54-4             |
| Gloria Koerlin    | Sioux Valley School District # 5-5         |
| Corrie Quale      | Summit School District # 54-6              |
| Sandy Hinze       | Waubay School District # 18-3              |
| Jeff Buchholz     | Waverly/South Shore School District # 14-5 |
| Joel Shoemaker    | Webster Area School District # 18-5        |
| Paula Warkenthien | Willow Lake School District # 12-3         |
| Denise Lutkemeier | Wilmot School District # 54-7              |

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE  
ORGANIZATIONAL CHART**

**SCHOOL BOARD MEMBERS**

|                            |                      |                    |                     |
|----------------------------|----------------------|--------------------|---------------------|
| ARLINGTON # 38-1           | BRITTON-HECLA # 45-4 | CASTLEWOOD # 28-1  | CLARK #12-2         |
| DE SMET # 38-2             | DEUBROOK AREA # 5-6  | DEUEL # 19-4       | ELKTON # 5-3        |
| ENEMY SWIM                 | ESTELLINE # 28-2     | FLORENCE # 14-1    | GRANT-DEUEL # 25-3  |
| HAMLIN # 28-3              | HENRY # 14-2         | IROQUOIS # 02-3    | LAKE PRESTON # 38-3 |
| ROSHOLT # 54-4             | SIoux VALLEY # 5-5   | SUMMIT # 54-6      | WAUBAY # 18-3       |
| WAVERLY/SOUTH SHORE # 14-5 |                      | WEBSTER AREA# 18-5 | WILLOW LAKE # 12-3  |
| WILMOT # 54-7              |                      |                    |                     |

**COOPERATIVE BOARD OF DIRECTORS**

**BUSINESS  
MANAGER**

**DIRECTOR OF  
EDUCATIONAL COOPERATIVE**

**BOARD OF  
ADVISORS**

**ASSISTANT DIRECTORS OF  
EDUCATIONAL COOPERATIVE**

**NESC BOARD POLICIES**  
**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**28-201**

**ARTICLE I**  
**EMPLOYMENT**

- A. Employee Criminal Background Check Policy: It is the policy of the board to only employ individuals who do not have a “disqualifying record.” Each offer of employment is subject to the provisions of SDCL 13-10-12, et seq., relating to criminal background investigations. This policy shall apply to all individuals employed for the 2000/2001 school year and thereafter, who were not employed by the district during the preceding school year. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

Each person considered a final applicant for employment shall be provided with a memo to and certification form for completion by the law enforcement agency as provided in Exhibit File GCDB-E/GDDB-E, together with fingerprint identification cards approved by the South Dakota Division of Criminal Investigation, and an envelope, postage prepaid, addressed to the South Dakota Division of Criminal Investigation, 500 East Capitol Avenue, Pierre, South Dakota 57501. The final applicant shall take the fingerprint cards, the memo, and the addressed, stamped envelope to a law enforcement agency and submit to the fingerprinting process. The final applicant must also provide to the law enforcement agency a check or money order made out to the South Dakota Division of Criminal Investigation for the amount required. The final applicant’s completed application will be attached to the certification of the law enforcement agency when received.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A “disqualifying record” means any conviction of a crime of violence as defined in SDCL 22-1-2(9), a sex offense as defined in SDCL 22-22-30, or trafficking in narcotics. In addition, the Northeast Educational Services Cooperative Board of Directors may consider the following items when making employment decisions on a case-by-case basis:

1. Conviction of any crime or moral turpitude as defined by SDCL 22-1-2(25) may constitute a disqualifying record as determined by the board on a case-by-case basis.
2. Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record.
3. Any criminal conviction may be considered in making a hiring decision.

An applicant for employment subject to this policy shall provide to the law enforcement agency performing the fingerprint process a check or money order in an amount necessary to cover the costs of the criminal record check. The successful applicant shall be reimbursed the cost for the background check and for any fees charged by a law enforcement agency to complete the fingerprinting process in the event that no disqualifying record is identified.

This policy shall not apply to persons performing services for the district under the authority of the South Dakota High School Activities Association.

This policy applies to all other employment agreements, whether written or oral.

Individuals completing their student teaching, internship, practicum or clinical under the supervision of a Cooperative employee are subjected to this policy as well.

## ARTICLE II – LEAVE POLICY PARAPROFESSIONAL STAFF

- A. All paraprofessionals employed by Northeast Educational Services Cooperative (NESC) shall be allowed ten (10) days of sick leave of absence or full pay on account of enforced absence by a medical physician to be taken as needed during the school year. If a paraprofessional is claiming sick leave of more than three consecutive days, he/she may be required to provide the Director or Business Manager or the Cooperative Board a physician's statement verifying illness if so requested.
- B. Sick leave may be accumulated to forty (40) days and may be used for sickness of employee and/or immediate family defined as children, step children, or spouse). Up to five sick leave days will be allowed for sickness of other immediate family defined as father, mother, father-in-law, and mother-in-law. Absence from duties because of sickness shall be deducted from the accumulated sick leave regardless whether a substitute teacher is hired. Paraprofessionals are eligible to participate in the paraprofessional staff Sick Leave Bank.
- C. The Sick Leave Bank shall be administered by the Northeast Educational Services Cooperative Director and Business Manager. The Sick Leave Bank can be accessed only after a member has used all of their accumulated leave.
1. Paraprofessionals can draw days from the Sick Leave Bank up to ten (10) days or their respective number of accumulated leave days, whichever is greater, with a maximum of 24 days, per year per individual. Use of the Sick Leave Bank-II.B is limited for sickness of employee and/or immediate family defined as children, step children, husband, and wife.  
  
The maximum number of days an individual can use for parental leave is 12, which count toward the maximum of 24 days per year.
  2. All paraprofessionals will contribute one (1) day to the Paraprofessional Sick Leave Bank by September 15<sup>th</sup> of the current year. Paraprofessionals that do not wish to participate must notify the Business Manager in writing by September 15, and, in doing so, relinquish all rights to present and/or future participation in the Paraprofessional Sick Leave Bank.
  3. Any days granted from the sick leave bank will be paid in June following the completion of the school year. If allowable days requested exceed the number of days in the sick leave bank, the days will be prorated.
- D. In addition, paraprofessionals will be allowed two days of personal leave per year with pay. Personal leave can accumulate up to four days with per year. Personal leave exceeding four days will be added to the employee's accumulated sick leave not to exceed the maximum number of days in effect. Personal leave must be approved by the Director. Personal leave should be requested at least one week in advance unless emergency circumstances exist.
- E. Professional Leave: Employees requesting professional leave shall submit their request to the Director a minimum of two (2) weeks prior to such leave. The leave requested will be reviewed on its individual merits and benefits to the Cooperative. In the event a request for professional leave is denied by the Director, the staff will be permitted the option of requesting approval from the Board of Directors.
- F. Any employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which he is not a named party, shall be granted leave

with pay for the days or parts of days such absence is required. Any per diem received for jury or the designated subpoena absence shall be deducted from the regular salary. Such employee shall notify the Director as soon as practical for the necessity for taking jury leave.

- G. A total of three paid days (prorated by FTE) will be allowed for bereavement leave in one contract year. Employees may use available sick leave to extend bereavement by another five days (prorated by FTE) for the death of a child, step-child, a parent, or a spouse. All bereavement leave must be used prior to using any sick leave for bereavement. Employees may not access the sick leave bank for bereavement leave.
- H. Leave of Absence Policy: A staff person may apply to the Board of Directors through the Director for a leave of absence not to exceed one (1) school year. The Board will rule on each application individually.

### **ARTICLE III MISCELLANEOUS**

- A. The Cooperative Board provides Workmen's Compensation for all Cooperative employees.
- B. Every staff member in the Northeast Educational Services Cooperative shall have the unabridged right - as do other citizens in the community - to associate himself/herself as a candidate, supporter, worker, or adherent with any legally recognized political party or with any group of citizens engaged in social, or economic welfare of the community. The same rights may be exercised by the educational associations representing teachers in our individual schools or in our school system, even in respect to school board elections and school revenue issues. It is expected that the exercises of such rights as detailed above will not adversely affect the ability of teachers to carry out the task for which they are employed. It shall be the function of the Director to work out with the Education Association(s) any details concerning the use of school property (such as auditorium) for political activities. Any agreements reached between the Director and the Association(s) representing the employees shall be presented in writing, to the Board of Education for approval.
- C. No Cooperative employee shall be responsible for school district nonacademic duties unless otherwise specified in the contract.

### **ARTICLE IV SEXUAL HARASSMENT/HARASSMENT**

Each student and employee has the right to learn and work in an environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, national origin, disability, age or other basis prohibited by law.

It shall be a violation of this policy for any student or any personnel of the Cooperative to harass a student, any Cooperative personnel, or any visitor through conduct or communication of a sexual nature, or communication disparaging a person's religion, race, color, religion, creed, ancestry, national origin, gender, disability, or age as defined by this policy. For the purpose of this policy, "cooperative personnel" includes NESC Board members, all cooperative employees and agents, volunteers, contractors, or persons subject to the supervision and control of the Cooperative.

The Cooperative will investigate all complaints of harassment and will discipline or take appropriate action against any student or other Cooperative personnel who is found to have violated this policy.

The Cooperative will provide annual in-service education and training about harassment for employees.

- A. Definitions

1. Harassment: Harassment consists of physical or verbal conduct related to a person's gender, race, color, religion, creed, ancestry, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive, and objectively offensive that it:
  - a. has the purpose of effecting or creating an intimidating, hostile or offensive working or academic environment;
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work performance which deprives the staff member access to employment or academic opportunities.
2. Sexual Harassment: Sexual harassment is any unwelcome sexual advances(s), request(s) for sexual favors and/or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:
  - a. submission to such conduct or communication is made, either explicitly or implicitly, a term of person's initial employment; or
  - b. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting a student's ability to learn or participate in school activities, or in hiring, evaluation, retention, promotion, or any other aspect of employment; or
  - c. such conduct or communication has the purpose or effect of interfering with an individual's ability to learn or work, creating an intimidating, hostile, or offensive working or educational environment; or
  - d. such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the Cooperative or depriving a student of educational opportunities.
3. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse based upon gender;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, gender-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupils by teachers, administrators, or other cooperative personnel to avoid physical harm to persons or property;
  - d. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt threats concerning the individual's employment or educational status;
  - e. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
  - f. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic, in the work environment.

**B. Reporting Incidents of Harassment**

Any person who believes he or she has been the victim of harassment as defined above by a student or an employee of the Cooperative shall report the alleged acts immediately to the Cooperative

Director. If the complaint involves the NESC Director, the complaint shall be filed directly with the NESC Board of Director's Chairman. The report shall be on a form available from the NESC Offices.

1. Submission of a complaint or report of harassment. Submission of a complaint or report of harassment will not affect the individual's employment or work assignments.
2. Confidentiality. The Cooperative will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the Cooperative's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.
3. Procedure. The complaining employee will be asked to put the facts surrounding the conduct in writing on a form provided by the Cooperative that includes the following: complainant's name and address; time and date of the incident; type of harassment; description of the incident; name of or identifying information about the alleged perpetrator; name of any witnesses, what action, if any, has been taken; and signature of the complainant.
4. Required Reporting. If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, all mandatory state reporting requirements including, but not limited to, contact with the State Department of Social Services will be initiated.

#### C. Investigation

Upon receipt of a written report alleging harassment, the NESC Director or his/her designee shall immediately authorize investigation. This investigation may be conducted by Cooperative officials or by a third party designated by the Cooperative. The investigating party shall provide a written report of the status of the investigation within (10) working days to the NESC Director.

In determining whether alleged conduct constitutes harassment, the Cooperative should consider the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, the Cooperative may take immediate steps at its discretion to protect the complainant, students, and employees pending completion of an investigation of alleged harassment.

During the investigation, all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the NESC Director or his/her designee within two (2) working days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

#### D. Cooperative Action

1. Upon receipt of the recommendation that the allegations of the complaint constitute a violation of Cooperative policy, the Cooperative will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation of each complaint will be reported in writing and kept on file in the NESC Director's office. The report shall include findings of fact and will document the disciplinary action taken if any, as a result of the complaint.
3. The complainant will be advised of the Cooperative's decision in writing.

4. If either party is not satisfied with the decision rendered by the Director, he or she may request a hearing in executive session with the NESC Board of Directors. The request for hearing must be submitted in writing through the NESC Director's Office within ten (10) working days following receipt of the Director's response. The appeal must include the original complaint form, a copy of the written decision from the NESC Director, and a written statement as to the reasons for appeal. The hearing will be scheduled within (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.
5. The Cooperative Board will render a decision in writing within ten (10) working days of the hearing.

#### E. Prohibition against Retaliation

The NESC Cooperative will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any NESC personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of harassment believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

#### F. False Charges

Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

#### G. Uncomfortable Situations

The Cooperative recognizes that not every uncomfortable situation constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory effect on employment or learning environment requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

#### H. Discipline

Any Cooperative action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and Cooperative policies. The Cooperative will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end harassment and prevent its recurrence.

## HARASSMENT REPORT FORM

Complainant Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Date and time of alleged incident(s) \_\_\_\_\_

Place where alleged incident(s) occurred \_\_\_\_\_

Name of person you believe harassed you \_\_\_\_\_

Describe the incident(s) as clearly as possible \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

What action, if any, has been taken? \_\_\_\_\_

This harassment report form is filed based on my honest belief that \_\_\_\_\_  
has harassed me. I hereby certify the information I have provided in this harassment report form is true,  
correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

**ARTICLE V  
USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY EMPLOYEES  
(DRUG FREE WORKPLACE)**

Student and employee safety is a paramount concern to the board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the board will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor will the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action which may include dismissal. Each employee of the cooperative is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the director any criminal drug statute convictions for a violation occurring in or on the premises of this cooperative, or while engaged in regular employment. Such notification must be made by the employee to the director no later than five days after conviction. Within ten (10) days after the director receives such notification in any school district receiving district federal aid the director will report the violation to the United States Department of Education and in all cases report the violation to the State Secretary of Education.

Thirty days after receipt of information concerning a violation of this policy the cooperative will take appropriate disciplinary action which may include termination of employment or may require the employee to participate in drug abuse assistance or rehabilitation programs.

All employees will attend a cooperative drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling; rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such a facility or agency is available.

When a staff member has consumed alcoholic beverages or illegal drugs off of school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation may be subject to the same penalties as for possession or consumption on school property.

The Cooperative Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

A copy of this policy shall be given to all present and future employees.

**TEMPORARY DISENGAGEMENT**

The board recognizes the inadequacies of "crisis action" and the importance of expert legal counsel in the area of dismissal for any employee. In the event of an emergency situation, the employee will be temporarily disengaged by NESC Administration, with pay, from his responsibilities and requested to await further notice from the administrative office. This action only simplifies one situation so as to maintain a proper environment for learning and in no way imputes contributory involvement to the employee. He/She may be reinstated to their responsibilities when advisable, or may be notified of suspension when investigation so indicates.

**SUSPENSION**

When contributory involvement is ascertainable, the employee should be suspended by NESC Administration, with pay, pending an executive session hearing before the board and a decision regarding further employment. The employee shall have full opportunity for defense against charges and to face

any person who has made allegations. If any representative is to be present, both the employee and the board should be represented for advice concerning legal rights and possible legal outcomes. In the event of civil or criminal litigation, the welfare of the students shall be the only criterion on which continued employment is based.

Immediate dismissal shall be based on the provision of state law. The board shall take this step only on advice of legal counsel or on the basis of affirmative evidence supporting such action by the board.

It shall be the purpose and use of this policy to assist in the improvement of instruction and to determine future employment.

## **ARTICLE VI ACCEPTABLE USE POLICY**

### ***NESC Information Technology***

Any computer, networking device, telephone, copier, printer, fax machine, or other information technology which

1. is owned by NESC or
2. is licensed or leased by NESC or
3. is owned or leased by member school districts and used by NESC employees

is subject to NESC policies.

In addition, any information technology which

1. connects directly to NESC data or telephone networks, or
2. connects directly to a computer or other device owned or operated by NESC, and/or
3. otherwise uses or affects NESC information-technology facilities

is subject to NESC information-technology policies.

In addition, employees will be required to adhere to any NESC member districts' acceptable use policy as well.

### ***Restricted Applications***

Restricted applications of NESC's information technology primarily include but are not limited to:

1. threatening NESC's tax-exempt status, such as certain kinds of political activity and most commercial activity,
2. illegal acts, such as fraud, harassment, copyright violation, and child pornography,
3. depriving other users of their fair share of NESC information technology or interfere with the functioning of central networks and systems, such as mass mailings, and chain letters
4. violating NESC by-laws or policies
5. sending or displaying offensive messages or pictures
6. using obscene language
7. insulting or attacking others
8. engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
9. violating copyright laws
10. using others' passwords without permission
11. trespassing in others' folders, documents, or files
12. intentionally wasting limited resources
13. employing the network for sale of personal items

Disclaimers do not render restricted applications acceptable. The only recourse available to someone interested in such applications is to use non-NESC computers, networks, and other technologies.

### ***Procedures***

When any use of information technology at NESC presents an imminent threat to other users or to the NESC's technology infrastructure, system operators may take whatever steps are necessary to isolate the threat, without notice if circumstances so require. This may include changing passwords, locking files, disabling computers, or disconnecting specific devices or entire sub-networks from NESC, regional, or national voice and data networks. System operators will restore connectivity and functionality as soon as possible after they identify and neutralize the threat.

Telephones, computers, network connections, accounts, usernames, authorization codes, and passwords are issued to identify them as eligible users of NESC information technology. Users are responsible for not sharing their privileges with others, and especially for ensuring that authorization codes and passwords remain confidential. Users of computers connected to the NESC network, permanently or temporarily, are responsible for ensuring that unauthorized users do not thereby gain access to the NESC network or to licensed resources.

Use of information technology that violates this policy and rules based on it may result in disciplinary proceedings and, in some cases, in legal action.

### **Sanctions**

Preliminary determination:

The cooperative director with assistance from the technology committee will make the initial determination of a policy violation. Once it has been determined that a policy violation has occurred, the director will implement the appropriate sanction(s).

Sanctions may include but are not limited to:

1. verbal warning
2. written warning
3. deny, suspend, or revoke any internet access as deemed appropriate
4. employment sanctions
5. notification of law enforcement

## **ARTICLE VII NESC VEHICLE USE POLICY**

### **Authorization For Use:**

NESC employees and contracted service providers shall operate NESC owned vehicles only when they:

1. Are authorized by NESC administration to act as the operator of a vehicle;
2. Hold a valid driver's license for the class of vehicle they are approved to operate. The cooperative may verify license status by checking motor vehicle records. Employees who move to and become residents of South Dakota will have 60 calendar days from their date of hire to secure a South Dakota Driver's License.
3. Provide a copy of their driver's license to NESC;

### **Responsibilities of Vehicle Operator:**

#### **Employees operating NESC vehicles shall:**

1. Ensure NESC vehicles will only be used for NESC purposes.
2. Ensure the vehicle is made available for routine maintenance as well as unscheduled maintenance when required.
3. Ensure the engine oil is changed approximately every 3,000 miles.
4. Ensure the vehicle is locked when not in use.
5. Ensure all vehicle related charges made to an NESC account is for an NESC vehicle.
6. Maintain a mileage log to be submitted on a monthly basis to the NESC Administrative Offices.
7. Provide all gas and maintenance receipts on a monthly basis to the NESC Administrative Offices.

8. Operate such vehicles in a safe, responsible manner, and in compliance with South Dakota State laws and regulations as well as local laws governing vehicle use.
9. Cellular phone calls, incoming or outgoing, are discouraged while driving. Be encouraged to pull off to a safe area and stop driving to use a cell phone in a vehicle.
10. Texting or using a web browser is prohibited while operating a NESC vehicle.
11. Inspect vehicles before operating to ensure the vehicle will function in a safe manner.
12. Report any suspension or revocation of their driver's license to NESC Administration as soon as they are aware or should have been aware of such action.
13. Report all accidents to NESC administration as soon as possible and practical.
14. Renew annually the NESC Vehicle Use Policy.
15. Refrain from engaging in activities which may distract an individual from safely operating a vehicle.
16. Refrain from operating any such vehicles when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle.
17. Refrain from any tobacco use while in an NESC vehicle.
18. Refrain from the unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance.
19. Refrain from operating any NESC vehicle while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug.
20. Refrain from operating a vehicle in a manner which endangers the safety or life of others.
21. Be personally responsible for the inside and outside appearance of the vehicle.
22. Be personally responsible for costs occurring when keys are locked in NESC vehicle.
23. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating NESC vehicles.
24. Report all verbal warnings or written citations issued by an officer of the law to NESC Administration.

In addition, federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

#### **Sanctions:**

The Cooperative Director will make the initial determination of a policy violation. Once it has been determined that a policy violation has occurred, the Director will implement the appropriate sanction(s).

Sanctions may include but are not limited to:

1. verbal warning
2. written warning
3. deny, suspend, or revoke any use of a Cooperative vehicle
4. employment sanctions
5. notification of law enforcement

#### **ARTICLE VIII FAMILY AND MEDICAL LEAVE (FMLA Leave)**

An eligible employee is entitled to up to a combined total (paid and unpaid) of twelve (12) weeks of FMLA Leave per year for:

- For incapacity due to pregnancy, prenatal medical care of child birth;
- To care for the employee's child after birth, or placement for adoption of foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

The employee must first use and count all available accrued paid leave, including vacation, sick leave, and personal leave, before using the unpaid leave. During the period of FMLA Leave, the employee is entitled to the continuation of all fringe benefits. Employees will still earn sick days and vacation days while on FMLA Leave. The district will continue to pay its portion of health insurance, and it will be the employee's responsibility to continue to pay for his or her portion. Upon return to work, the employee will be entitled to his or her same position or an equivalent position with equivalent pay.

In the case of birth, adoption or foster placement, the FMLA Leave entitlement for child-care ends after: (1) the child reaches the age of one, or (2) 12 months after adoption or placement. FMLA Leave to care for a child would include leave for a step-parent or a person in loco parentis.

In cases where both spouses are employed by the Cooperative, the combined amounts (both employees) of FMLA Leave for birth, adoption or foster placement, or family illness is limited to twelve (12) weeks. Personal illness is not limited to this combined total.

The Cooperative, at the request of the employee, may agree that the employee may take leave intermittently or on a reduced hours basis in connection with the birth, adoption or foster placement of a child. This is subject to the recommendations of the administrator or supervisor and is at the request of the employee.

When FMLA Leave is in connection with birth, adoption or foster placement, and is foreseeable, the employee must provide at least thirty (30) days notice of the date when FMLA Leave is to begin. When FMLA Leave is in respect to a family or employee illness which is foreseeable, the employee must make a reasonable effort to schedule treatment, including intermittent and reduced hour level, so as to not unduly disrupt the operations of the Cooperative.

In case of employee illness, in addition to current sick leave policy requirements, the Cooperative may require the employee to provide certification by his or her health care provider that the employee is able to return to work and is able to meet the essential functions of the job.

During FMLA leave, the District will continue the employee's health benefits during the leave period on the same level and under the same conditions as if the employee had continued to work. If the employee does not return to work after the expiration of leave, he/she will be required to reimburse the Cooperative for any insurance premiums paid by the Cooperative during the leave, unless the employee's failure to return is due to a serious health condition which prevents the employee from performing his/her job, or because of other circumstances beyond the employee's control.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Business Office by the 30<sup>th</sup> day of each month. If the payment is more than (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The Cooperative will provide fifteen (15) days' notification prior to the employee's loss of coverage.

## **ARTICLE IX GRIEVANCE PROCEDURE**

WHEREAS, the Board of Directors of the Northeast Educational Services Cooperative # 28-201, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities under Federally assisted education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation, or application of Title IX (discrimination based on gender), Title VI (discrimination based on national origin/race, Section 504, Age Discrimination Act, or Americans with Disabilities Act Rules and Regulations may be quickly and smoothly resolved;

WHEREAS, students and employees of the Northeast Educational Services Cooperative # 28-201 are eligible to participate in this grievance procedure; and

WHEREAS, the resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student or employee, the administration, and the Board of Directors.

NOW THEREFORE BE IT RESOLVED, that the following grievance procedures be adopted by the Board of Directors of the Northeast Educational Services Cooperative # 28-201.

### **1. Definitions**

- 1.1 Grievance: An issue that reaches Level One Procedure. This involves the violation, interpretation, or application of any selection of Title IX, Title VI, Section 504, Age Discrimination Act, or Americans with Disabilities Act.
- 1.2 Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by the Northeast Educational Services Cooperative #28-201 Board of Directors.
- 1.3 Employee: Any full-time or part-time person receiving compensation for services rendered the Northeast Educational Services Cooperative # 28-201 Board of Directors.
- 1.4 Non-discrimination Coordinator: The person designated by the Board of Directors to coordinate efforts to comply with Title IX, Title VI, Section 504, Age Discrimination Act, or American with Disabilities Act Rules and Regulations.
- 1.5 Director: The Director of the Cooperative or a designated representative.

### **2. Level One Procedure**

- 2.1 The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Non-Discrimination Coordinator.
- 2.2 The Non-Discrimination Coordinator's responsibilities:
  - a. Investigate, within five business days, the circumstances of the complaint;
  - b. Render a decision, within ten business days after receipt of the complaint; and notify the complainant;
  - c. Provide the complainant five business days to react to the decision before it becomes final.
- 2.3 The Complainant's responsibilities:
  - a. Accept the decision, in writing, addressed to the Non-Discrimination Coordinator, or

- b. Disagree with the decision, in writing, addressed to the Non-Discrimination Coordinator. A level two procedure will be initiated.

**3. Level Two Procedure**

- 3.1 The Non-Discrimination Coordinator requests the Director to review the complaint.
- 3.2 The Director will schedule a meeting within five business days of receipt of the request for review. The participants shall be the complainant, the Non-Discrimination Coordinator, and the Director.
- 3.3 The Director will make a decision within five business days. The complainant and the Non-Discrimination Coordinator will receive copies of the decision.

**4. Level Three Procedure**

- 4.1 If the complainant is not satisfied with the decision rendered by the Director, he/she may request a hearing in executive session with the NESC Board of Directors. The request for hearing must be submitted in writing within five (5) business days through the Director's office. The hearing will be scheduled within thirty (30) business days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.
- 4.2 The NESC Board of Directors will render a decision in writing within ten (10) business days of the hearing.
- 4.3 Either party may have representation present at each step once the investigation is completed. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least two days prior to that step.

## Grievance Report Form

(This report form is to be used when a grievant wishes  
to file a grievance under NESC's Grievance Procedure)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City and State \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Incident Summary:

1. Date of occurrence \_\_\_\_\_

2. Description of incident(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name(s) of person(s) involved in the incident(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name(s) of any witness(es) to the incident(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What remedial action, if any, has been taken? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Requested resolution of the grievance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

## **ARTICLE X LIFE-SUSTAINING EMERGENCY CARE PROCEDURE**

NESC center-base staff members responsibilities include the provision of life-sustaining emergency care. They shall take all reasonable steps to provide such care to NESC center-based students on school grounds in need of life-sustaining emergency care, and they shall attempt to contact an ambulance in accordance with regular school / NESC policies to secure the speedy transportation of the student to hospital facilities.

For purposes of this policy, "life-sustaining emergency care" means any procedure or intervention applied by NESC center-based staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life sustaining emergency care may include: efforts to stop bleeding, unlocking airways, mouth-to-mouth resuscitation, and card-pulmonary resuscitation ("CPR").

## **ARTICLE XI ADMINISTRATION OF MEDICATIONS**

When appropriate, Northeast Educational Services Cooperative staff will assist students with self administration of medication according to the following requirements:

### **ITEM A:**

This policy applies only to students directly assigned to NESC (Example: Center-Base students). NESC staff are not to become involved in the administration of medication to students not directly assigned to NESC.

### **ITEM B: DEFINITIONS**

#### **1. Assistance with self-administration of medications:**

The term "assistance with self-administration of medications" means helping a client with one or more steps in the process of taking medications, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the client of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage. The person should have some informal training to ensure he/she feels comfortable in the role.

#### **2. Administration of medications:**

The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container; verifying it with the physician's order; giving the individual dose to the client for which it is prescribed; and promptly recording the time and dose given.

### **ITEM C: ADMINISTRATION OF MEDICATIONS**

Northeast Educational Services Cooperative staff do not participate in the administration of medications unless appropriate training as required by SDCL 13-33A and Board of Nursing administrative rules has been provided.

### **ITEM D: REQUIREMENTS FOR SELF-ADMINISTRATION OF MEDICATION**

1. The NESC Director or Assistant Director have been informed of a request for student assistance with medication.
2. A letter is distributed to the parent or guardian of each student.
3. The form, "Parent/Guardian Authorization For Assistance With Self Administration of Medications", has been fully completed.
4. The "Medication Observation Daily Log" must be maintained by the NESC staff for each student with each medication.
5. All medications to be supervised by school personnel are kept in a securely locked area.
6. Parents/Guardians may retrieve the medication from the school at any time.
7. No more than a thirty day supply of the medication for a student is to be stored at the school.
8. All unused, discontinued or outdated medications are to be returned to the parent or guardian and appropriately documented. All medications are to be returned to parents or guardians at the end of the school year.
9. NESC staff will notify parents or guardians of any side effects, variations from the plan, or the student's refusal or failure to take the medication.
10. Medication errors will be documented by NESC staff using the "Medication Report Error" form.
11. This policy and outlined procedures also apply concerning over-the-counter medications.

**ITEM E:**

All procedures included in this policy apply to circumstances involving the administration of medication. In these cases the "Parent / Guardian Authorization for Administration of Medications" form is required in place of item three under self-administration.

## ADMINISTRATION OF MEDICATIONS

### FORMS

Dear Parent / Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medication, (including over-the-counter such as Tylenol) during the school day.

Our school district requires that the following forms must be on file in your child's health record before we begin to give any medication at school:

1. Signed consent by the parent or guardian to give medicine.
2. Signed Medication Record.

Medications must be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine is to be delivered to the school.

When your child needs a medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Thank you for your help.

Sincerely Yours,

---

School Personnel

---

Telephone

Attachments: Parent / Guardian Authorization  
Medication Record

**PARENT/GUARDIAN AUTHORIZATION FOR STUDENT TO  
RECEIVE MEDICATION(S) FROM SCHOOL OFFICIALS**

Name of student \_\_\_\_\_ Date of birth \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

School/year \_\_\_\_\_ Grade \_\_\_\_\_

Home telephone \_\_\_\_\_

Name of licensed prescriber \_\_\_\_\_

Business telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Food/drug allergies \_\_\_\_\_

Name of medication \_\_\_\_\_

Date ordered \_\_\_\_\_ Duration of order \_\_\_\_\_

Dosage \_\_\_\_\_ Frequency \_\_\_\_\_ Route of administration \_\_\_\_\_

Expiration date of medication received \_\_\_\_\_

Diagnosis (if not in violation of confidentiality) \_\_\_\_\_

Specific direction, e.g., times to be given \_\_\_\_\_

Possible side effects, adverse reactions \_\_\_\_\_

Quantity of medication received by school and date \_\_\_\_\_

Required storage conditions \_\_\_\_\_

Other medication being taken by the student (if not in violation of confidentiality) \_\_\_\_\_

I give permission for my son/daughter to receive medication with supervision from authorized school personnel.

I give permission to school personnel to share information relevant to the prescribed medication assistance as he/she determines appropriate for my son's/daughter's health and safety.

I understand I may retrieve the medication from the school at any time; however, the medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Student signature, if appropriate \_\_\_\_\_

Date \_\_\_\_\_

School personnel signature \_\_\_\_\_

Date \_\_\_\_\_

## MEDICATION ERROR REPORT

A medication error is defined as: "failure to assure the student receives the prescribed medication with the appropriate time frame, in the correct dosage, by the correct route, and to the correct student."

Date of report \_\_\_\_\_

Name of student \_\_\_\_\_ Date of birth \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

Home address \_\_\_\_\_ Telephone number \_\_\_\_\_

(street)

(city/state)

(zip code)

Date error occurred \_\_\_\_\_ Time noted \_\_\_\_\_

Personnel assisting student \_\_\_\_\_

(Name)

(Title)

Licensed prescriber \_\_\_\_\_

(Name)

(Address)

Medication \_\_\_\_\_ Dose \_\_\_\_\_ Route \_\_\_\_\_ Scheduled Time \_\_\_\_\_

Describe the error and how it occurred (use reverse side if necessary)

Action Taken:

Parent/guardian notified: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Other persons notified: \_\_\_\_\_

Outcome:

Name \_\_\_\_\_  
Type or Print

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## MEDICATION OBSERVATION DAILY LOG

To be completed for each medication.

School Year \_\_\_\_\_

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Grade/Home Room (or Teacher) \_\_\_\_\_

Name of School \_\_\_\_\_

Name and Dosage of Medication \_\_\_\_\_ Route \_\_\_\_\_

Frequency \_\_\_\_\_ Time (s) Given in School \_\_\_\_\_

Direction: Initial with time in box; a complete signature and initials of each person should be included below.

|      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |
|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| Aug  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Sept |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Oct  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Nov  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Dec  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Jan  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Feb  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Mar  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Apr  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| May  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| June |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| July |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |

Initial (Of School Personnel or Nurse)

SIGNATURE

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |

CODES: (A) Absent; (E) Early dismissal; (F) Field Trip; (N) No Medication Available; (O) No Show; (W) Dosage Withheld; (X) No School (i.e. holiday, weekend, snow day, etc.)

## **ARTICLE XII REPORTING CHILD ABUSE**

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

To comply with the law (SDCL 26-8-6, 26-10-10, 26-10-11, and 26-10-12) it is the policy of the Northeast Educational Services Cooperative that any staff or other coop employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report orally or in writing to the principal, superintendent, or director who shall then immediately report to the states attorney of that county or to the Department of Social Services or to the county sheriff or to the city police. The principal, superintendent or director shall inform the coop employee initiating the action within 24 hours and in writing that the report has been made. The employees shall make the report directly to the proper authorities if the principal, superintendent or director fails to do so.

The report shall contain the following information: Name, address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or condition.

Coop employees, including administrators shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the coop employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, only to report his or her suspicions of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL 26-10-12.2) is punishable by \$1,000 fine, one year in jail or both. (SDCL 26-10-12.3). Failure to make a report where abuse or neglect is suspected is subject to the same punishment. (SDCL 26-10-10)

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded. SDCL 26-10-14.

Copies of this policy shall be distributed by the Director or his designee to all coop employees at the beginning of each school term and to new employees when they begin employment if at a different time than the beginning of the school term.

The Board will support any employee making a report of suspected child abuse or neglect until and unless it is determined that the employee was acting in bad faith in making the report.

### **ARTICLE XIII BUSINESS CREDIT CARD POLICY**

The Director and Business Manager are authorized to obtain credit cards in the Cooperative's name for the purpose of purchasing items and services that are coop related.

The total line of credit shall not exceed \$10,000. The Director and Business Manager are authorized to administer the credit card usage by administration and staff. Credit Cards are to be used for the following:

- 1.) Travel costs - airline tickets, registration fees, vehicle rental, and lodging (meals are not to be purchased with credit cards).
- 2.) Purchase of materials, supplies or equipment when the Business Manager or Director provides prior authorization.
- 3.) Emergency purchases for coop-related items when there is insufficient time to follow regular purchase procedures.
- 4.) On-line/internet purchases or registration where a credit card is required and the purchase is authorized by the Business Manager or Director.

Individuals making purchases as outlined above are required to submit invoices and other such documentation as the Business Office may require prior to the credit card bill being paid to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board or Administration revokes use of a card, the Business Manager or Director shall cancel the card the next business day after the Board of Directors meeting the card was voted to be revoked. Documentation of the cancelled card shall be presented at the following Board of Directors meeting.

### **ARTICLE XIV FLEET CREDIT CARD POLICY**

The Director and Business Manager are authorized to obtain and distribute fleet cards to NESC employees.

The line of credit on these cards shall not exceed \$250 per day. The Director and Business Manager are authorized to administer the fleet card usage by Administration and other NESC employees. Fleet Cards are to be used for the following:

- 1.) Purchase of gasoline for Northeast Educational Services Cooperative vehicles.
- 2.) Purchase of oil changes and other routine maintenance.
- 3.) Fleet Cards will only be distributed to employees with a Cooperative vehicle or at the discretion of the Director and Business Manager.
- 4.) Absolutely no purchases of any kind may be used for NESC staff's personal vehicles.
- 5.) Employees that return their Cooperative issued vehicles at the end of the school year will also return their fleet card. They will be re-issued the fleet card when they are re-issued a Cooperative vehicle at the start of the next school year.

Individuals making purchases as outlined above are required to submit all receipts and invoices, along with his or her mileage log, that will note the price per gallon, gallons purchased, and total purchase amount the day a transaction is made. The Business Office will require the documentation prior to the credit card bill being paid, to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any fleet card if use becomes other than for which it was originally intended. If the Board revokes use of a card, the Business Manager shall cancel the card the next business day after the Board of Directors meeting. The card voted to be revoked will be obtained from the employee or employees. If Administration revokes use of a fleet card, they will notify the Board of Directors at the next meeting. Documentation of the cancelled card shall be presented in any case at the subsequent Board of Directors meeting.

## **ARTICLE XV NON FIXED ASSET INVENTORY**

An inventory of non-consumable supplies and equipment that has a value greater than or equal to \$25.00 will be kept and tracked by the business office. Inventory will be categorized by the employee that possesses the item or storage. To ensure accuracy, a written request must be made before anything is transferred between employees, from storage, or to storage. At the end of each fiscal year a listing will be sent to each employee to review for accuracy. Any supplies that are obsolete, broken, missing, or no longer usable will be declared surplus at the June Board of Directors meeting and then disposed of.

**APPENDIX A**

**NESC JOB DESCRIPTIONS**

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**DIRECTOR**

I. Background Information

This position provides administrative oversight to all departments within both the Services Cooperative and the Educational Services Agency. Emphasis is placed on the development of effective programs and services for students with disabilities served by NESC member districts. The director promotes high quality and sound ethics in general and is accountable to the NESC Board of Directors.

II. Professional Responsibilities

- A. Coordinate and recommend policies and programs for the Board of Directors and Superintendents' Advisory Board.
- B. Communicate with school district administration and staff regarding pertinent issues.
- C. Work in cooperation with the NESC Business Manager
  - to develop and implement budgets,
  - to ensure accepted accounting standards are implemented, and
  - to ensure inventory is maintained.
- D. Serve as a resource person to member districts.
- E. Establish and review a special service delivery system in conjunction with member districts that complies with state and federal regulations.
- F. Complete state and federal forms relating to the Cooperative.
- G. Establish channels of communication between the NESC Board of Directors, Advisory Board of Superintendents, and members districts.
- H. Ensure employees are evaluated.
- I. Make personnel recommendations to the Board of Directors.
- J. Plan and write grants based on specific needs and availability of funding sources.
- K. Plan and arrange in-service where appropriate for NESC and LEA staff.
- L. Perform other duties as deemed appropriate by the Cooperative Board of Directors.

III. Qualifications

The director should have a master's degree in school administration with experiences in special education being beneficial and appropriate administration certification from the South Dakota Department of Education.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**ASSISTANT DIRECTOR**

I. Background Information

The assistant director is an extension of the cooperative's director. This position provides administrative oversight to departments as designated and promotes high quality and sound ethics in general. The cooperative's assistant director is accountable directly to the director.

II. Professional Responsibilities

- A. Manage departments in the cooperative as assigned by the director. For departments being managed perform the following activities.
  - 1. Participate in budget planning, making arrangements for the department's needs in the coming fiscal year. Process requisitions, employee leave, and professional development requests.
  - 2. Facilitate professional development and departmental meetings as necessary.
  - 3. Supervise and evaluate employees.
- B. Ensure that cooperative policies and procedures are maintained.
- C. Review and file employee calendars.
- D. Arrange for ESY service delivery. This includes the following activities.
  - 1. Determine which school districts would like the cooperative to manage academic ESY.
  - 2. Project ESY needs through consultation with special education providers.
  - 3. Arrange for coverage to meet all of those needs.
  - 4. Communicate ESY expectations to providers, such as how to submit for mileage and pay.
  - 5. Maintain a list of students served through ESY and a list of providers with pertinent details.
  - 6. Serve as a contact for any questions or concerns regarding ESY.
- E. Attend Board of Directors and Board of Advisors meetings and other meetings as required and deemed appropriate by the Director.
- F. Serve as a resource person to NESC and member district staffs in the area of special education.
- G. Communicate with school district administration and staff regarding pertinent issues.
- H. Perform other duties as deemed appropriate by the Director.

III. Qualifications

The assistant director should have a master's degree in special education or school administration and appropriate certification from the South Dakota Department of Education.

## NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

### JOB DESCRIPTION FOR

### BUSINESS MANAGER

#### I. Background Information

The Business Manager administers all aspects of the Cooperative's business operations. The primary responsibilities include managing a financial accounting system, claiming state and federal grants, preparing the annual budget and monitoring expenditures, preparing and analyzing month and year end reports, and administering human resources benefits.

#### II. Professional Responsibilities

- A. To act in a consultatory and advisory capacity to the director in matters pertaining to the formulation and execution of financial policy and requisitions dealing with the NESC.
- B. To prepare the annual budget for the NESC, prepare monthly and annual financial reports of the disbursements and receipts of the several funds, and maintain adequate control over all financial transactions.
- C. To assume responsibility for the preparation of the various payrolls, supervise all regular and special accounts and funds of the NESC, the accounting and reporting thereof, and maintain the same according to state law and NESC policy.
- D. To process all requisitions for the purchase of NESC supplies and equipment.
- E. To prepare and process specifications, obtain bids and price quotations, open and tabulate bids when necessary, and execute contracts for the same as prescribed by the policies of the NESC and the laws of the state.
- F. To act on behalf of the Board of Directors in the administration of insurance coverage.
- G. To maintain a record of inventory of the NESC owned property.
- H. To assume responsibility for obtaining adequate telephone service, fire protection, and other services necessary for the operation and maintenance of the NESC Office.
- I. To assume responsibility for uniform accounting for handling of money for the NESC.
- J. To assume responsibility for billing and collecting all tuition receipts from individuals and/or school districts receiving services from the NESC.
- K. To purchase all educational supplies, maintenance of supplies and equipment necessary for the operation of the NESC as approved in the annual budget. Any other purchases must have approval of the Board. All the purchases must be made in accordance with the laws of the state.
- L. To act as clerk and treasurer of the board, with the following duties:
  - 1. Keep an accurate journal of the proceedings of the Board
  - 2. Take charge of the Board's books and documents.
  - 3. Issue all warrants for payment of verified bills approved for payment by the Board.
  - 4. Prepare the annual report of the NESC.
  - 5. Keep a record of all financial transactions relating to the operation of the NESC.
  - 6. Submit financial statements and reports at the monthly meetings of the Advisory Board and Board of Directors.
- N. To perform other such duties as may be delegated by the Board of Directors and/or Director.

#### III. Qualifications

##### A. Education

The Business Manager should hold a bachelor's degree relating to School Finance, Accounting, or Business Administration or have equivalent experience.

##### B. Experience

- 1. The Business Manager should have strong analytical and computer skills, especially in regard to Microsoft Excel.
- 2. Successful experience as a school business official is preferred but not required.

## NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

### JOB DESCRIPTION FOR

### ADMINISTRATIVE ASSISTANT

#### I. Background Information

The administrative assistant provides administrative support for the NESC office and staff. This position encompasses general clerical duties, receptionist duties, and project-based work. The administrative assistant is accountable to NESC administration.

#### II. Professional Responsibilities

- A. Answer telephone and transfer to appropriate staff member or take messages.
- B. Create and modify documents using Microsoft Office applications.
- C. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, e-mailing, scheduling, keyboarding, workshop registrations, and filing.
- D. Maintain hard copy and electronic filing system.
- E. Setup and coordinate meetings.
- F. Assist with Medicaid billing.
- G. Perform other duties as assigned.

#### III. Qualifications

The administrative assistant should be proficient in verbal and written communication skills, keyboarding, and basic math and language. Additionally there should be comfort working with Windows, Microsoft Office applications, e-mail, facsimile machines, and copy machines. A successful candidate will be able to organize, multi-task, and work independently.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**EARLY CHILDHOOD SPECIAL EDUCATION TEACHER (ECSE)**

I. Background Information

Early identification can lead to early intervention, which is associated with better outcomes for children with disabilities. With that goal in mind, early childhood special education (ECSE) teachers conduct special education activities pursuant to the Individuals with Disabilities Education Act (IDEA) for children ranging from infancy until enrollment in kindergarten. One critical function is serving as a Child Find contact on behalf of school districts. Another important role is working with families in a preventative capacity, teaching parents and caregivers the strategies and skills that would be effective in promoting developmental wellness. For the children who are eligible for special education, ECSE teachers design and deliver specialized instruction and serve as case managers, creating special education records and coordinating with other professionals.

This position is a regular, nine-month teaching contract with additional paid work allowed throughout the summer to complete Child Find, Birth to 3, and Extended School Year (ESY) duties.

II. Professional Responsibilities

- A. Conduct developmental screenings.
- B. Serve as a Child Find contact on behalf of member school districts, documenting new referrals, communicating with the LEA, and responding on the LEA's behalf appropriately. Coordinate evaluations with other professionals (including outside agencies if applicable.)
- C. Administer developmental, achievement, and skill-based evaluations and generate the related reports.
- D. Guide eligibility decisions and prepare the eligibility determination documents for the children served.
- E. Write Individualized Education Programs (IEPs) and associated special education paperwork for children eligible for special education.
- F. Contribute to the development of Individual Family Service Plans (IFSPs).
- G. Provide experiences to stimulate growth in developmental areas (cognitive development, physical development, communication development, social or emotional development, and adaptive development) based on the individual needs of the child.
- H. Model, teach, and counsel parents how to increase the child's independence and developmental wellness.
- I. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- J. Create and update a schedule of services, keeping the stakeholders notified.
- K. Submit information for Indicator 7 and Indicator 12 on behalf of member school districts.
- L. Transmit calendars, schedules, caseloads, ESY data, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- M. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education  
ECSE teachers should hold a bachelor's or master's degree in education or a related field from an accredited college or university.
- B. Certification  
ECSE teachers are fully certified for this position when they hold a South Dakota teacher's certificate with an endorsement allowing special education of children in the preschool ages.
- C. Experience  
Successful experience as a special education teacher working with preschool children is preferred but not required.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**SPEECH-LANGUAGE PATHOLOGIST**

I. Background Information

Speech-language pathologists (SLPs) work to prevent, assess, diagnose, and treat speech, language, social communication, cognitive-communication, and swallowing disorders in children and adults. Additionally they provide aural rehabilitation for individuals who are deaf or hard of hearing and implement augmentative and alternative communication (AAC) systems for individuals with severe disorders.

The responsibilities of educationally-based SLPs have been influenced by special education law – the key provision for their funding. Therefore school-based SLPs must focus on remediating a student's impairment only to the point that it no longer interferes with educational performance.

This position is a regular, nine-month teaching contract with additional paid work allowed throughout the summer to complete Child Find, Birth to 3, and Extended School Year (ESY) duties.

II. Professional Responsibilities

- A. Conduct universal hearing screenings.
- B. Participate in developmental screenings.
- C. Serve as a Child Find contact on behalf of member school districts, documenting new referrals, communicating with the LEA, and responding on the LEA's behalf appropriately.
- D. Administer comprehensive evaluations and generate the related reports.
- E. Guide eligibility decisions and prepare the eligibility determination document when the category of disability in question is Speech-Language Impairment (550) or Hearing Loss (515).
- F. Diagnose and remediate impairments in speech-language areas (articulation, language, voice, and fluency) based on the individual needs of the child.
- G. Model, teach, and counsel parents and teachers how to promote growth in communication and independence for the child.
- H. Write Individualized Education Programs (IEPs) and associated special education paperwork for children eligible for special education.
- I. Contribute to the development of Individual Family Service Plans (IFSPs).
- J. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- K. Create and update a schedule of services, keeping the stakeholders notified.
- L. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- M. Supervise speech-language pathology assistants.
- N. Perform other, reasonably-related duties as assigned.

III. Qualifications

A. Education

SLPs who held a speech-language pathologist certificate from the South Dakota Department of Education as of July 1, 2012 must have at least a bachelor's degree in speech pathology from an accredited college or university.

Otherwise SLPs must hold a master's or a doctoral degree from an institution accredited by the accrediting agency of ASHA and approved by the United States Department of Education.

B. Certification

SLPs must be licensed to practice speech-language pathology by the South Dakota Board of Examiners for Speech-Language Pathology.

C. Experience

Successful experience as a speech-language pathologist is preferred but not required.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

I. Background Information

Some interventions used to treat individuals with communication and related disorders can be performed successfully by someone other than a speech-language pathologist (SLP) if the person conducting that task has been properly trained and supervised by a speech-language pathologist. In particular the more repetitive, mechanical, and routine clinical duties are well-suited to delegation.

Speech-language pathology assistants (SLPAs) assist in the provision of speech-language pathology services that are designed and monitored by a supervising SLP. Additionally SLPAs may support in other duties such as screening, scheduling, checks and maintenance of equipment, and recordkeeping.

This position is a regular, nine-month contract with additional paid work allowed throughout the summer to complete Birth to 3 and Extended School Year (ESY) duties.

II. Professional Responsibilities

- A. Deliver speech-language pathology interventions, following documented treatment protocols established by the supervising SLP.
- B. Communicate student progress and potential issues to supervising SLP.
- C. Conduct universal hearing screenings without clinical interpretation.
- D. Participate in developmental screenings without clinical interpretation.
- E. Model, teaching, and counsel parents and teachers how to promote growth in communication and independence for the child.
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Create and update a schedule of services, keeping the stakeholders notified.
- H. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- I. Perform other, reasonably-related duties as assigned.

III. Qualifications

A. Education

SLPAs must hold an associate's degree in speech-language pathology assistance or a bachelor's degree in speech-language pathology or communication disorders from an accredited academic institution.

B. Certification

SLPAs must be licensed as a speech-language pathology assistant by the South Dakota Board of Examiners for Speech-Language Pathology.

C. Experience

Successful experience as a speech-language pathologist assistant is preferred but not required.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

**JOB DESCRIPTION FOR  
SCHOOL PSYCHOLOGIST**

I. Background Information

School psychologists help to navigate the requirements for special education by reviewing school records, planning and coordinating evaluations, administering new diagnostic evaluations, and applying student data to the State's eligibility criteria. Additionally they recommend specific intervention and placement solutions based on individual needs. Ongoing consultation with parents and teachers is an important part of the work.

This position is a 190 day contract.

II. Professional Responsibilities

- A. Assist special education teachers with evaluation planning.
- B. Conduct academic, behavioral, observational, and psychological assessments and generate the related reports.
- C. Interpret evaluation data and facilitate eligibility decisions.
- D. Promote positive behavior interventions and supports.
- E. Consult with parents and teachers to improve academic or behavioral difficulties.
- F. Connect families with available resources from the community and other agencies when possible.
- G. Conduct functional behavior assessments, generate the related reports, and facilitate the development of behavior intervention plans.
- H. Facilitate manifestation determination reviews and the related documentation.
- I. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- J. Transmit calendars, vehicle mileage logs, and evaluation data when requested.
- K. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education  
School psychologists must hold a graduate degree in school psychology from an accredited college or university.
- B. Certification  
School psychologists are fully certified when they are licensed by the South Dakota Department of Education to practice school psychology.
- C. Experience  
Successful experience as a school psychologist is preferred but not required.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**PSYCHOLOGICAL EXAMINER**

I. Background Information:

Psychological examiners help to navigate the requirements for special education by reviewing school records, planning and coordinating evaluations, administering new diagnostic evaluations, and applying student data to the State's eligibility criteria. Additionally they recommend specific intervention and placement solutions based on individual needs. Ongoing consultation with parents and teachers is an important part of the work.

This position is a 190 day contract.

II. Professional Responsibilities

- A. Assist special education teachers with evaluation planning.
- B. Conduct academic, behavioral, observational, and psychological assessments and generate the related reports.
- C. Collaborate with the supervising school psychologist regarding evaluation reports.
- D. Interpret evaluation data and facilitate eligibility decisions.
- E. Promote positive behavior interventions and supports.
- F. Consult with parents and teachers to improve academic or behavioral difficulties.
- G. Connect families with available resources from the community and other agencies when possible.
- H. Conduct functional behavior assessments, generate the related reports, and facilitate the development of behavior intervention plans.
- I. Facilitate manifestation determination reviews and the related documentation.
- J. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- K. Transmit calendars, vehicle mileage logs, and evaluation data when requested.
- L. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education  
Psychological examiners must hold a master's degree in school psychology or a related field from an accredited college or university.
- B. Certification  
Psychological examiners are fully certified when they are licensed by the South Dakota Department of Education to practice psychological examination.
- C. Experience  
Successful experience as a psychological examiner is preferred but not required.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

### **ACADEMIC EVALUATOR**

#### **I. Background Information**

Some standardized evaluations required for special education do not have to be performed by a school psychologist or psychological examiner. Others could conduct certain kinds of assessment if those people met the qualifications for test administration.

Academic evaluators work with a coordinating school psychologist to complete allowable portions of the testing necessary for special education purposes – especially standardized tests of academic achievement.

#### **II. Professional Responsibilities**

- A. Collaborate with the supervising school psychologist or examiner and district personnel.
- B. Conduct academic achievement testing as assigned and generate the related reports.
- C. Conduct student observations as assigned and generate the related reports.
- D. Assist with informal evaluation planning.
- E. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- F. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- G. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

Academic evaluators must hold a bachelor's degree in education or a related field, including coursework in principles of measurement and the administration and interpretations of tests.

Successful experience conducting achievement testing is preferred but not required.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**SUPERVISOR, SCHOOL PSYCHOLOGICAL SERVICES**

I. Background Information

The role of the supervisor for school psychological services is one of responsibility for the quality, efficiency, and harmonious functioning of the total school psychological program within the Northeast Educational Services Cooperative. This includes responsibility for planning and evaluation of both programs and personnel, research activities, and staff communication. Serving as the spokesperson for school psychological services, the supervisor is the liaison between the school psychologists and Director of the Northeast Educational Services Cooperative. The supervisor is directly responsible to the Director of the Cooperative.

II. Professional Responsibilities

- A. Assess, in conjunction with the NESC Director and the School Psychological Services Staff, the needs of the member schools concerning school psychological services.
- B. Formulate both short and long range goals with measurable objectives for the program.
- C. Supervising and evaluating school psychologists and psychological examiners and providing job performance feedback.
- D. Encourage and advocate for the development of the professional interests and competencies of individual staff members.
- E. Deploy staff and resources in the most effective and efficient manner.
- F. Establish guidelines and procedures appropriate for services and case load management.
- G. Cooperate with the Director in the planning, implementation, and evaluation of programs for a member school district.
- H. Make needs of the school psychological services program known to the NESC Director and to keep the administration and staff apprised of the progress of established programs and the implementation of, or experimentation with, new programs.
- I. Compile, analyze, and disseminate statistical information of services provided by the school psychological staff during the year and projected for the future.
- J. Encourage staff members to participate in relevant research projects and offer assistance when possible.
- K. Plan and implement in-service meetings for the staff based on the expressed needs of the school psychologists and member school districts.
- L. Organize and conduct staff meetings for the purpose of keeping the staff well informed on policies, evaluations of needs and programs, case assignments, and general discussion about cases/building issues.
- M. Participate in Advisory Board and Board of Directors meetings as called by the NESC Director.
- N. Cooperate with training institutions to provide beneficial school practicum and school internship experiences to students.

III. Qualifications

A. Education

This position requires a specialist degree in school psychology or a master's or higher in educational administration.

B. Certification

This position requires either licensure to practice school psychology or an administrator certificate from the South Dakota Department of Education.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**CENTER-BASE CLASSROOM TEACHER**

I. Background Information

The educational needs of some children with disabilities are so specialized that they cannot receive an appropriate education in the regular classroom environment. Center-base classrooms are instructional locations designated for students in need of more extensive support. (Typically they are comprised of children with developmental disabilities.) Center-base teachers design programs to meet those needs, including life skills and social skills, finding opportunities to integrate students back into the regular classroom and community.

This position is a 175 day teaching contract, with additional paid work allowed throughout the summer to complete extended school year (ESY) duties.

II. Professional Responsibilities

- A. Serve as a special education case manager for students assigned to the center-base program, coordinating evaluations, special education services, and quarterly progress reports with other professionals (such as related service providers or district personnel).
- B. Administer diagnostic evaluations, including skill-based assessment and transition assessment, and generate the related reports.
- C. Write Individualized Education Programs (IEPs) and the related special education paperwork for children in the center-base program.
- D. Design and deliver specialized instruction designed to meet the individual needs of students assigned to the center-base program.
- E. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- F. Identify and pursue opportunities for center-base students to be integrated back into the classroom or community, including Project Skills placements (if appropriate).
- G. Promote good behavior by students in the school and community.
- H. Transport center-base students between home and the school or community site.
- I. Train and supervise center-base paraprofessionals, utilizing them to assist in the provision of special education for center-base students.
- J. Teach and counsel parents about how to increase their child's independence and developmental wellness.
- K. Transmit calendars, schedules, caseloads, ESY data, vehicle mileage logs, evaluation data, and inventory reports when requested.
- L. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education  
Center-base instructors should hold a bachelor's or a master's degree in special education from an accredited college or university.
- B. Certification  
Center-base instructors are fully certified for this position when they hold a South Dakota teacher's certificate with an endorsement allowing special education of children in the ages of the center-base program.
- C. Experience  
Successful experience as a special education teacher is preferred but not required.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**CENTER-BASE PARAPROFESSIONALS**

I. Background Information

Many of the tasks performed by a special education teacher could also be performed by a paraprofessional, if that person is adequately trained and supervised by a qualified special education teacher. Center-base paraprofessionals assist in the provision of special education services that are designed and monitored by the supervising teacher.

This position is a regular, nine-month contract with additional paid work allowed throughout the summer to complete extended school year (ESY) duties.

II. Professional Responsibilities

- A. Maintain confidentiality related to special education students and progress.
- B. Promote good behavior by students in the school and community.
- C. Transport center-base students between home and the school or community site.
- D. Deliver special education services, following direction established by the supervising special education teacher.
- E. Communicate student progress and potential issues to the supervising special education teacher.
- F. Collect data relevant to program goals.
- G. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- H. Perform other, reasonably-related duties as assigned.

III. Qualifications

Paraprofessionals must have at least a high school education, a valid driver's license, and be able to pass a criminal background check.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

**JOB DESCRIPTION FOR  
EDUCATION SPECIALIST**

I. Background Information

One of the requirements for a state to receive federal IDEA funds is that it must engage in monitoring activities to ensure proper implementation of the grant. South Dakota's Office of Special Education Programs (OSEP) has chosen to conduct some of these monitoring activities through contracted personnel known as education specialists.

II. Professional Responsibilities

- A. Develop a familiarity with federal (34 CFR §300) and state (ARSD 24:05) regulations for IDEA.
- B. Travel throughout South Dakota to visit school districts and training sites as designated by OSEP.
- C. Offer training related to compliance of IDEA.
- D. Assist OSEP staff in district and agency compliance monitoring, including pre-site, on-site, and follow up activities.
- E. Generate written reports detailing compliance or noncompliance, including citations of the pertinent state regulations and suggested remedial actions.
- F. Provide technical assistance to districts and agencies to assist them in meeting the regulations governing special education.
- G. Perform other, reasonably-related duties as assigned.

III. Qualifications

Education specialists should hold a bachelor's or master's degree in special education or a related field from an accredited college or university and should have strong communication and organizational skills. Successful experience as a special education teacher is preferred but not required.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

**JOB DESCRIPTION FOR**

**TITLE IX COORDINATOR**

I. Background Information

All educational institutions receiving Federal financial assistance are required to designate an employee to coordinate efforts to comply with Title IX of the Education Amendments of 1972. The person charged with this responsibility is expected to help staff and students to be aware of legal protections while making the organization aware of its legal obligations through Title IX.

Title IX prohibits discrimination or preferential treatment on the basis of sex.

II. Professional Responsibilities

- A. Provide individual or group training about employee rights and the organization's responsibilities due to Title IX.
- B. Facilitate a grievance process that allows complaints about misconduct and investigations into violations of Title IX.
- C. Conduct impartial investigations into alleged violations of Title IX.
- D. Create and maintain confidential documentation related to Title IX investigations.
- E. Design and monitor Title IX compliance activities, providing remedies to ensure equal access if violations of Title IX are found.
- F. Ensure the organization's ongoing compliance with Title IX.
- G. Perform other, reasonably-related duties as assigned.

III. Qualifications

Title IX Coordinators should have current knowledge of nondiscrimination laws, strong communication skills, and the authority to act without conflict of interest.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

**JOB DESCRIPTION FOR**

**PHYSICAL THERAPIST**

I. Background Information

Physical therapists (PTs) are health care professionals with clinical experience who diagnose and treat conditions limiting the body's ability to move and function in daily life.

Educationally-based PTs focus on remediating a student's gross motor skills only to the point that such remediation is no longer needed to benefit from special education. Evaluation and consultation for potential impairments is an important part of the work.

This position is a 230 day contract.

II. Professional Responsibilities

- A. Administer gross motor evaluations (including skill-based assessments) and generate the related reports.
- B. Diagnose and remediate gross motor impairments based on the individual needs of the child.
- C. Model, teach, and counsel parents and teachers how to promote increased movement and independence for the child.
- D. Contribute to the development of Individual Education Programs (IEPs).
- E. Contribute to the development of Individual Family Service Plans (IFSPs).
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- H. Perform other, reasonably-related duties as assigned.

III. Qualifications

PTs must be licensed to practice physical therapy by the South Dakota Board of Medical and Osteopathic Examiners.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**OCCUPATIONAL THERAPIST, REGISTERED**

I. Background Information

Registered occupational therapists (OTRs) are health care professionals who help clients to develop, recover, or maintain daily living and work skills.

Educationally-based OTRs focus on remediating a student's fine motor, sensory, or visual motor skills only to the point that such remediation is no longer needed to benefit from special education. Evaluation and consultation for potential impairments is an important part of the work.

This position is a 200 day contract.

II. Professional Responsibilities

- A. Administer fine motor, sensory, and visual motor evaluations (including skill-based assessments) and generate the related reports.
- B. Diagnose and remediate fine motor, sensory, and visual motor impairments based on the individual needs of the child.
- C. Model, teach, and counsel parents and teachers how to promote increased movement and independence for the child.
- D. Contribute to the development of Individual Education Programs (IEPs).
- E. Contribute to the development of Individual Family Service Plans (IFSPs).
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- H. Supervise Certified Occupational Therapy Assistants (COTAs).
- I. Perform other, reasonably-related duties as assigned.

III. Qualifications

OTRs must be licensed to practice occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

I. Background Information

Some occupational therapy interventions can be performed successfully by someone other than a registered occupational therapist (OTR) if the person conducting that task has been properly trained and supervised by an OTR. In particular the direct therapy given to patients is well-suited to delegation.

Certified occupational therapy assistants (COTAs) assist in the provision of occupational therapy services that are designed and monitored by a supervising OTR. Additionally COTAs may support in other duties such as screening, scheduling, and recordkeeping.

This position is a 200 day contract.

II. Professional Responsibilities

- A. Deliver fine motor, sensory, and visual motor interventions, following treatment protocols established by the supervising OTR.
- B. Communicate student progress and potential issues to supervising OTR.
- E. Model, teach, and counsel parents and teachers how to promote growth increased independence for the child.
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Create and update a schedule of services, keeping the stakeholders notified.
- H. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- I. Perform other, reasonably-related duties as assigned.

III. Qualifications

COTAs must be licensed to assist with occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**TECHNOLOGY COORDINATOR**

I. Background Information

A variety of technological tools are used by NESC personnel to complete their assigned job duties. The technology coordinator procures and distributes the necessary devices and provides the related technical support. Additionally the technology coordinator maintains the organization's website and e-mail needs.

II. Professional Responsibilities

- A. Identify the organization's technology needs through an annual survey.
- B. Procure technology to meet those needs through existing supplies or by requisitioning within the budgetary process.
- C. Provide technical assistance related to technology devices.
- D. Maintain a list and location for all technological devices, and synchronize it with the organization's list of inventory.
- E. Serve as a technical contact for the K12 Data Center in order to request e-mail accounts for employees, oversee transfers, and assist with password recovery.
- F. Manage and update the organization's website.
- G. Perform other, reasonably-related duties as assigned.

III. Qualifications

The technology coordinator should have strong communication and organizational skills and be comfortable with the technology employed by the organization.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**TRANSITION COORDINATOR**

I. Background Information

In 1990 Congress required special education plans to include certain additional elements to help students with disabilities transition to life after public education. IEPs needed to address the prospects for future education, employment, and independent living. Since that time the requirements for transition have undergone numerous other revisions.

NESC's transition coordinator provides technical assistance to special education teachers in the cooperative, helping them to stay abreast of regulatory changes and to plan the coordinated set of transition activities required for the child's successful transition to life as an adult.

II. Professional Responsibilities

- A. Make personal contact with special education teachers in the cooperative who write transition IEPs.
- B. Connect special education teachers with transition resources pertinent to their needs.
- C. Upon request assist special education teachers with transition planning, data collection, and evaluation reports.
- D. Attend IEP meetings of transition-age special education students when requested.
- E. Collaborate with post-secondary agencies to agree on IEP goals, service minutes, and other wording, so that the IEP reflects services actually provided but also meets State requirements for special education.
- F. Facilitate the IEP process between schools and post-secondary agencies.
- G. Maintain the confidentiality of students and families.
- H. Perform other, reasonably-related duties as assigned.

III. Qualifications

The transition coordinator should be comfortable with transition and the other requirements of special education paperwork. Additionally the coordinator should be able to establish positive relationships and collaborate with others.

## NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

### JOB DESCRIPTION FOR

#### SCHOOL NURSE

#### I. Background Information

Some students with disabilities have health care needs that require nursing and other specialized medical services in order for them to be able to attend a school. (Otherwise they might have to receive their educational program at home or in a hospital.) When health care services are necessary in order for a student to be able to benefit from special education in the least restrictive environment, then school districts must provide them. School nurses help to provide the medical care needed for special education students to receive their education in schools.

#### II. Professional Responsibilities

- A. Perform all medical and health related services as required by the Northeast Educational Services Cooperative in compliance with the laws and regulations as set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.
- B. Coordinate and maintain student health records and assure the confidentiality of student information.
- C. Obtain parental and/or guardian authorization for the administration of medications.
- D. Oversee medication administration, treatments, and/or procedures as directed by students' physicians.
- E. Facilitate medication administration training, certification, and technical assistance for staff administering medications to Center Base students on a regular basis, including conducting on-site visits to monitor the administration of medications and record maintenance on a minimum of one time per month or more frequently as needed.
- F. Coordinate the collection of health data necessary for student evaluation and assistance.
- G. Assist in the placement and programming of students in need of health assistance and will attend student meetings as required by the NESC Administration.
- H. Monitor student and staff accidents and assist in development of safety procedures. Examples: wheel chair transfers, lifting techniques, etc.
- I. Make appropriate student referrals to community health agencies, service groups and professionals.
- J. Develop and insure implementation of medical and/or medication related policies and incorporate current laws and regulations into such policies and practices as are approved by the NESC Administration and in compliance with the laws and regulations set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.
- K. Monitor legislative activity relating to school health services.
- L. Maintain an inventory of equipment and supplies needed to provide services to students.
- M. Perform other reasonably-related duties as assigned.

#### III. Qualifications

The school nurse must hold active licensure from the South Dakota Board of Nursing, with five or more years of experience in nursing being preferred. Additionally the school nurse must have effective communication and human relation skills.

## NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

### JOB DESCRIPTION FOR

#### ESA EDUCATION SPECIALIST

##### I. Background Information

Education Specialists provide a variety of leadership, coaching, technical assistance and professional development services. This position is accountable to the director.

##### II. Professional Responsibilities

- A. Provide and participate in professional development
- B. Establish a clear understanding of the learning outcomes
- C. Complete assignments working independently or in assigned teams
- D. Communicate with school district personnel and other representatives
- E. Submit evaluation and other reports to stakeholders as required by assignment
- F. Maintain an accurate calendar and accounting of work days
- G. Work with director and department of education in planning, implementation and evaluation of ESA 1 programs
- H. Contribute to the development of short and long term goals for the organization
- I. Perform other such duties as may be delegated by the Director.

##### III. Qualifications

- A. Master's degree or equivalent experience
- B. A valid South Dakota teacher's certificate
- C. Successful experience as a classroom instructor
- D. Knowledge of principles and practices related to adult learning
- E. Strong and polished interpersonal, written and oral communication skills
- F. Creative, strategic and analytical thinker with the ability to manage multiple projects
- G. Highly organized and able to work well with others
- H. Knowledge of Microsoft Office, standard computer applications, and variety of applications (i.e. Google Drive, wikis and blogs)
- I. Familiarity with the SD Department of Education regulations and processes
- J. Flexibility and the ability to assume a variety of roles on short notice