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- Rutland #39-4
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- Waverly #14-5
- Webster Area #18-5
- Willow Lake #12-3
- Wilmot #54-7

Northeast Educational Services Cooperative

P.O. Box 327 • Hayti, South Dakota 57241
605-783-3607 • Fax 605-783-3259

Academic Evaluator Position (Full Time or Part Time)

Northeast Educational Services Cooperative is seeking an academic evaluator to serve school districts in northeastern South Dakota during the upcoming 2023-2024 school year. An ideal candidate would live in or around Sisseton, Watertown, Brookings, or Huron. Candidates should hold or be able to acquire a bachelor's degree in education or a related field, including coursework in principles of measurement and the administration and interpretations of tests.

To be considered, please submit the following.

- Letter of Application
- NESC Application Form
- Résumé
- Credentials (transcripts, any letters of recommendation, etc.)

Application materials may be mailed to:

Attn: Andrea Powell
Northeast Educational Services Cooperative
P.O. Box 327
Hayti, SD 57241

Alternatively, you may e-mail to andrea.powell@k12.sd.us or fax to (605)783-3259.

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

APPLICATION FOR EMPLOYMENT

P E R S O N A L	Last Name	First Name	Middle Name	Date
	Street Address			Primary Phone Number
	City, State, Zip Code			Additional Phone Number
	What job position are you seeking?			E-mail Address

E D U C A T I O N		Institution and Location	Degree or Diploma Awarded	Date of Completion
	Post-Graduate			
	Graduate			
	College			
	High School			

EMPLOYMENT		Please provide accurate information, starting with the most recent employer. Attach additional pages if necessary.
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1	Company Name	Company Phone Number
	Address	Employed (Month and Year) From To
	Name of Supervisor	Pay Starting Ending
	Job Title and Job Duties	Reason for Leaving

EMPLOYMENT

Please provide accurate information, starting with the most recent employer. Attach additional pages if necessary.

2	Company Name	Company Phone Number	
	Address	Employed (Month and Year) From	To
	Name of Supervisor	Pay Starting	Ending
	Job Title and Job Duties	Reason for Leaving	

3	Company Name	Company Phone Number	
	Address	Employed (Month and Year) From	To
	Name of Supervisor	Pay Starting	Ending
	Job Title and Job Duties	Reason for Leaving	

4	Company Name	Company Phone Number	
	Address	Employed (Month and Year) From	To
	Name of Supervisor	Pay Starting	Ending
	Job Title and Job Duties	Reason for Leaving	

NOTICE OF NONDISCRIMINATION

Northeast Educational Services Cooperative does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. In fact, it is required by federal regulations (including Title IX) not to do so. This protection extends to employment. Additionally, it provides equal access to the Boy Scouts and other designated youth groups. Inquiries about the application of Title IX and other non-discrimination policies to NESC may be made to the Title IX Coordinator or to the Assistant Secretary for Civil Rights of the Department of Education (or both).

The following person has been designated to handle any inquiries regarding NESC's nondiscrimination policies.

Title IX and 504 Coordinator
310 5th Street
P.O. Box 327
Hayti, SD 57241
(605)783-3607
tim.frewing@k12.sd.us

Below is the contact information for our regional Office for Civil Rights.

OCR, Kansas City Office	Telephone: (816)268-0550
U.S. Department of Education	Fax: (816)268-0599
1010 Walnut Street, 3rd Floor, Ste 320	TDD: (800)877-8339
Kansas City, MO 64106	E-mail: OCR.KansasCity@ed.gov

For more information, including our Title IX policy, please visit nesc.k12.sd.us/nondiscrimination.html.

VETERAN'S PREFERENCE

Are you claiming a veteran's preference according to [SDCL 3-3-1](#)?

(If yes, you will be asked to provide official, supporting documentation.)

☐ Yes
☐ No

CRIMINAL BACKGROUND CHECK

Have you ever been arrested or convicted of any crime, other than minor traffic offenses?
(If yes, explain in detail on a separate sheet of paper.)

☐ Yes
☐ No

As directed by [SDCL 13-10-12](#) and organizational policy, Northeast Educational Services Cooperative (NESC) conducts criminal background checks for prospective employees, contracted service providers, and field experience applicants who will have contact with children. During this investigation your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI) and the South Dakota Division of Criminal Investigation (SDDCI). Additionally you will be asked to provide your Social Security number, which helps to establish identity for federal records.

If you allow the background check, your criminal history record will be kept in a secure location at our office and will be shredded when you are no longer affiliated with our organization. Submitting fingerprints and your Social Security number is voluntary. However, failing to do so will negate your employment opportunity with NESC.

If the criminal history investigation leads to information that disqualifies your application, you have the right to obtain a change, correction, or update of your criminal history record by the rules set forth at [28 C.F.R. §16.34](#). (See also: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.) NESC will provide opportunity to do so. However, you must let us know of your intent to appeal within 5 days of the date you were informed of that disqualification.

Do you understand and acknowledge this information and the rights you have regarding criminal background checks?

☐ Yes
☐ No

Signature

Date