

Application Process:

To be considered for this position, the application and required documents must be submitted and received no later than NOON central time on March 12th, 2026.

Timeline:

- Advertisement of position: February 24, 2026
- Application Deadline: March 12, 2026
- Candidate selection: March 17, 2026
- Interviews: March 27, 2026
- Starting Date: July 1, 2026

Requirements include:

- Completed NESC application
- Resume
- Two letters of recommendation
- Email addresses for two additional references

For Questions Contact:

Anneke Nelson, 605-783-3607 or anneke.nelson@k12.sd.us

- Applicants, and/or their designees, are asked not to contact members of the NESC Board of Education during this search process
- Names of applicants will be held in strict confidence
- Northeast Educational Service Cooperative shall not discriminate based on gender, race, national origin, religion, creed, age, marital status, sexual orientation, or disability
- Northeast Educational Service Cooperative is an equal opportunity employer

The Position:

The Assistant Director position is full-time and year-round. Duties will follow the job description below as well as other duties as assigned by the Director based on cooperative needs and the expertise of the selected candidate. The salary for the position will depend on qualifications and experience.

Job Description for Assistant Director

I. Background Information

The Assistant Director provides quality supervision, management, and leadership to the services, programs, and employees of NESC. The Assistant Director should have a strong background in special education law and developing programs that ensure compliance and FAPE for all students served under IDEA and corresponding South Dakota statutes and regulations. The Assistant Director also works collaboratively with school and district-level leaders to develop, implement, and evaluate effective instructional practices and programs and provide guidance on compliance with IDEA and South Dakota administrative rules related to special education. The assistant director is accountable to the Director of NESC.

II. Professional Responsibilities

- A. Provide leadership and supervision to departments in the cooperative as assigned by the director. Cooperative supervision and leadership include:
 - a. Participating in budget planning for the department and arranging for the department's needs in the upcoming fiscal year.
 - b. Processing purchase requisitions, employee leave requests and professional development requests
 - c. Facilitate professional development and department meetings
 - d. Supervise and evaluate employee performance
 - e. Facilitate scheduling and determining staffing needs within the department
- B. Provide leadership and supervision to the Pathways Learning Center programs. Our Pathways Learning Center Programs provide day treatment setting and services for students with moderate to severe disabilities. This includes:
 - a. Participating in budget planning for the program and arranging for the program's needs for the upcoming fiscal year.
 - b. Processing purchase requisitions, employee leave requests and professional development requests
 - c. Facilitate professional development and program meetings
 - d. Supervise and evaluate employee performance
 - e. Facilitate scheduling and determining staffing needs within the program
 - f. Attend IEP meetings for students in the program
 - g. Facilitate the intake process for entry into the program
 - h. Assist with the program's comprehensive plan
 - i. Serve as the assessment coordinator for the program
 - j. Communicate as necessary with parents and host district staff

- k. Address student concerns such as attendance and discipline issues
- l. Facilitate the hiring of paraprofessionals for the Pathways program
- C. Arrange ESY service delivery for participating cooperative districts, which includes the following activities:
 - a. Determine which schools will participate in the cooperative management of ESY.
 - b. Project ESY needs to be conducted through consultation with the district and NESC special education providers.
 - c. Arrange ESY providers to meet the identified district needs.
 - d. Communicate ESY expectations to providers, such as submitting mileage and pay.
 - e. Maintain records of providers, students served, and other pertinent information.
 - f. Monitor pay and mileage submissions for alignment with projected needs.
 - g. Serve as the primary contact for any questions or concerns regarding ESY.
- D. Serve as Title IX coordinator for the cooperative
- E. Attend Board of Directors and Board of Advisors meetings and other meetings that are required and deemed appropriate by the Director.
- F. The assistant director is to keep informed concerning the rules, policies, and regulations of the Board of Directors. It shall also be a duty to keep abreast of current laws regarding special education and to assist the director and our NESC districts in facilitating compliance with all applicable regulations.
- G. Communicate with school district administration and staff regarding relevant issues.
- H. Work collaboratively with school and district-level leaders to develop, implement, and evaluate effective instructional practices and programs, and provide guidance on compliance with IDEA and South Dakota administrative rules related to special education.
- I. Perform other duties as assigned by the Director.

III. Qualifications:

Hold a Master's degree in Special Education and/or School Administration and have the appropriate certification from the South Dakota Department of Education.

Have experience in Special Education with application of current laws and regulations.

Have a child-centered philosophy for educating students with all disabilities, preferably a background in putting this philosophy into practice. Experience in working with/developing teams of educational professionals is strongly encouraged.

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)	
	Name of Supervisor	From	To
	Job Title and Job Duties	Pay	
		Starting	Ending
		Reason for Leaving	

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

4	Company Name	Company Phone Number	
	Address	Employed (Month and Year)	
	Name of Supervisor	From	To
	Job Title and Job Duties	Pay	
		Starting	Ending
		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](#)? Yes
(If yes, you will be asked to provide official, supporting documentation.) No

CRIMINAL BACKGROUND CHECK

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