

Northeast Educational Services Cooperative

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

Cory Akin

PRESIDENT
BOARD OF
DIRECTORS

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Tim Frewing

ASSISTANT DIRECTOR
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Tiffany Stormo

BUSINESS MANAGER
Tiffany.Stormo@k12.sd.us

Member Districts

Arlington #38-1
Britton-Hecla #45-4
Castlewood #28-1
Clark#12-2
De Smet#38-2
Deubrook #5-6
Deuel #19-4
Elkton #5-3
Enemy Swim Day School
Estelline #28-2
Florence #14-1
Hamlin #28-3
Henry #14-2
Iroquois #2-3
Lake Preston #38-3
Oldham-Ramona #39-5
Rosholt #54-4
Sioux Valley #5-5
Summit #54-6
Waubay #18-3
Waverly #14-5
Webster Area #18-5
Willow Lake #12-3
Wilmot#54-7

Position Announcement/Application Process

Paraprofessional/Transporter

Northeast Educational Services Cooperative, Hayti, SD 57241

Northeast Educational Services Cooperative (NESC) is announcing the availability of Paraprofessional/Transporter for its Center Base program located at the Castlewood School, Castlewood, SD. NESC is an educational cooperative which provides special education services to 24 member districts in Northeastern South Dakota.

In order to be considered for these positions, you must submit the following:

- This application form
- Letter of application
- Resume
- Credentials (transcripts, licenses, certificates, letters of recommendations, etc.)

by

June 1, 2021

Application materials may be sent to:

Jerry Aberle
Northeast Educational Services Cooperative
PO Box 327
Hayti, SD 57241
Telephone: 605-783-3607
Email: Jerry.Aberle@k12.sd.us

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

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

EMPLOYMENT	Please provide accurate information, starting with the most recent employer. Attach additional pages if necessary.	
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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 and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding NESC's nondiscrimination policies.

Assistant Director
310 5th Street
P.O. Box 327
Hayti, SD 57241
(605)783-3607

For general information about nondiscrimination contact the Office for Civil Rights.

Office for Civil Rights, Kansas City Office
U.S. Department of Education
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, MO 64106

Telephone: (816)268-0550
Fax: (816)268-0599
TDD: (800)877-8339
E-mail: OCR.KansasCity@ed.gov

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 may affect approval of your application.

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

Mail completed application to: **NESC**
Attn: Jerry Aberle
P.O. Box 327
Hayti, SD 57241

Alternatively, e-mail to: jerry.aberle@k12.sd.us
FAX to: (605)783-3259