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- Wilmot #54-7

# Northeast Educational Services Cooperative

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

## Position Announcement: Early Childhood Special Education

Northeast Educational Services Cooperative is seeking an early childhood special education teacher to serve school districts in northeastern South Dakota. School assignments would vary depending on the candidate's residence, but the ideal candidate would reside in or around Huron, Brookings, Watertown, Milbank, or Sisseton.

NESC is a cooperative providing special education services to 24 member districts in Northeastern South Dakota. Benefits include a school vehicle, fully paid health insurance, and participation in South Dakota's defined benefit pension system (SDRS).

This position requires a valid teaching license, but we would consider any individual who is willing to pursue the additional coursework necessary to attain that licensure. NESC would help with some of those costs.

To be considered for this position you must submit the NESC Application for Employment (attached). Additionally, if available, please send any of the following.

- Cover Letter
- Resumé
- Any Other Credentials (Transcripts, Licenses, Certifications, or Recommendation Letters)

Application materials may be sent to:

Tim Frewing  
Northeast Educational Services Cooperative  
P.O. Box 327  
Hayti, SD 57241

[tim.frewing@k12.sd.us](mailto:tim.frewing@k12.sd.us)

*"Northeast Educational Services Cooperative (NESC) will work to provide specialized services to ensure that all children have the same opportunities to achieve success regardless of all challenges."*

**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 an academic year contract with extra work paid additionally 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 the associated paperwork for children eligible for special education, based on individual needs.
- F. Contribute to the development of Individual Family Service Plans (IFSPs).
- G. Provide therapy to stimulate growth in developmental areas (cognitive, physical, communication, social or emotional, and adaptive behavior), linking instructional activities to program goals.
- H. Deliver special education services in the least restrictive environment to the maximum extent appropriate.
- I. Model, teach, and counsel parents regarding how to increase the child's independence and developmental wellness.
- J. Maintain special education records in accordance with State requirements and the practices of member school districts.
- K. Create and update a schedule of services, keeping the stakeholders notified.
- L. Prepare information for Indicators 11 and 12 for one's own caseload. Submit information for Indicator 7 on behalf of member school districts.
- M. Transmit calendars, schedules, caseloads, ESY data, Medicaid logs, vehicle mileage logs, evaluation data, indicators, and inventory reports when requested.
- N. 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

## APPLICATION FOR EMPLOYMENT

<b>P E R S O N A L</b>	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

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

<b>EMPLOYMENT</b>	Please provide accurate information, starting with the most recent employer. Attach additional pages if necessary.
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<b>1</b>	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.

<b>2</b>	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	

<b>3</b>	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	

<b>4</b>	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](mailto: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: <a href="mailto:OCR.KansasCity@ed.gov">OCR.KansasCity@ed.gov</a>

For more information, including our Title IX policy, please visit [nesc.k12.sd.us/nondiscrimination.html](http://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