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MEMBER DISTRICTS

- Arlington #38-1
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- Deubrook #5-6
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- Elkton #5-3
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- Estelline #28-2
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- Hamlin #28-3
- Henry #14-2
- Iroquois #2-3
- Lake Preston #38-3
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- 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

Northeast Educational Services Cooperative

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

Paraprofessional / Transporter

Northeast Educational Services Cooperative is seeking a paraprofessional / transporter for its center-base program at Hamlin. The job would involve transporting and providing educational services to students with disabilities.

NESC is a cooperative providing special education services to 24 member districts in Northeastern South Dakota. Benefits include a comfortable work environment, the use of a school vehicle, fully paid health insurance, and participation in South Dakota's defined benefit pension system (SDRS). The starting wage for paraprofessionals is \$17.75 per hour but could be higher depending on the candidate's education and experience.

This position requires a high school diploma or GED and a valid driver's license.

To be considered for this position you must submit the NESC Application for Employment (attached). Additionally, if available, we do like to see any of the following.

- Letter of Application
- Resumé
- Any Other Credentials (such as transcripts, licenses, certifications, or letters of recommendation)

Application materials and related questions may be sent to:

Anneke Nelson
Northeast Educational Services Cooperative
P.O. Box 327
Hayti, SD 57241

anneke.nelson@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
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 | | 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. |
|-------------------|--|

| | | |
|----------|--------------------------|--|
| 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](#)? 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