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Andrea.Powell@k12.sd.us

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- Webster Area #18-5
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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: Paraprofessional / Transporter

Northeast Educational Services Cooperative is seeking a paraprofessional / transporter for its center-base program located at the Hamlin School District just outside Hayti, SD. The job would involve transporting and providing educational services to students with disabilities.

NESC is a cooperative providing special education services to 25 member districts in Northeastern South Dakota. Paraprofessionals at NESC enjoy white collar working conditions in a team-oriented atmosphere. Benefits include a school vehicle, fully paid health insurance, and participation in South Dakota's defined benefit pension system (SDRS). The starting wage for paraprofessionals is \$15.80 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, please send any of the following.

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

Application materials may be sent to:

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

[andrea.powell@k12.sd.us](mailto:andrea.powell@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

<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