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Northeast Educational Services Cooperative

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

Long-Term Substitute Special Education Teacher

Overview

Northeast Educational Services Cooperative is seeking a substitute special education teacher to cover a maternity leave for its self-contained Pathways program at Lake Preston. The maternity starts in February 2026 and would continue potentially through the rest of the spring semester. However, for the right candidate we could start sooner. The main job duties involve providing special education services to students with disabilities (including transportation) while coordinating a team of paraprofessionals.

This role provides an excellent opportunity for individuals passionate about special education to gain diverse classroom experience while contributing positively to students' development.

The position starts at \$100 per day, but to receive the highest level of pay, the long-term substitute should have a South Dakota teaching certificate with an endorsement for elementary special education.

Application Process

To be considered for this position you must submit the NESC Application for Employment. Additionally, if available, we also welcome any of the following.

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

Application materials 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
PATHWAYS CLASSROOM TEACHER**

I. Background Information

The educational needs of some children with disabilities are so specialized that they cannot receive an appropriate education in the regular classroom environment. Pathways classrooms are instructional locations designated for students in need of more extensive support. (Typically they are comprised of children with developmental disabilities.) Pathways teachers design programs to meet those needs, including life skills and social skills, finding opportunities to integrate students back into the regular classroom and community.

This position is an academic year contract, with extra work paid additionally throughout the summer to complete extended school year (ESY) duties.

II. Professional Responsibilities

- A. Serve as a special education case manager for students assigned to the Pathways program, coordinating evaluations, special education services, and quarterly progress reports with other professionals (such as related service providers or district personnel).
- B. Administer diagnostic evaluations, including skill-based assessment and transition assessment, and generate the related reports.
- C. Write Individualized Education Programs (IEPs) and the related paperwork for children in the Pathways program, based on individual needs.
- D. Deliver specialized instruction to meet the individual needs of students assigned to the Pathways program, linking instructional activities to program goals.
- E. Maintain special education records in accordance with State requirements and the practices of member school districts.
- F. Identify and pursue opportunities for Pathways students to be integrated back into the classroom or community, including Project Skills placements (if appropriate).
- G. Promote good behavior by students in the school and community.
- H. Transport Pathways students between home and the school or community site.
- I. Train and supervise Pathways paraprofessionals, utilizing them to assist in the provision of special education for Pathways students.
- J. Teach and counsel parents regarding how to increase their child's independence and developmental wellness.
- K. Transmit calendars, schedules, caseloads, ESY data, vehicle mileage logs, evaluation data, and inventory reports when requested.
- L. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education
Pathways instructors should hold a bachelor's or a master's degree in special education from an accredited college or university.
- B. Certification
Pathways instructors 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 ages of the Pathways program.
- C. Experience
Successful experience as a special education teacher is preferred but not required.

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) 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](#)?

(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 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