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- 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

School Psychologist or Intern Position

Northeast Educational Services Cooperative is seeking a school psychologist or school psychology intern to serve school districts in northeastern South Dakota during the upcoming 2018-2019 school year. An ideal candidate would live in or around Sisseton, Watertown, Brookings, or Huron. Candidates should hold or be able to acquire SD DOE licensure to practice school psychology.

This position is open until filled.

The minimum salary level will be \$49,500 (for school psychology interns with no experience). Benefits include health and dental insurance. The amount of the final contract will vary depending on education, experience, and full-time equivalency.

A full-time position is defined as 190 days. However, for the right candidate we would consider part-time employment.

To be considered you must submit the following.

- Letter of Application
- NESC Application Form
- Résumé
- Credentials (transcripts, licensure or the proof of ability to acquire such, any letters of recommendation, etc.)

Application materials may be mailed to:

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

Alternatively, you may e-mail to tim.frewing@k12.sd.us or fax to (605)783-3259.

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) 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 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](#)? ☐ 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 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: Tim Frewing
P.O. Box 327
Hayti, SD 57241

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

JOB DESCRIPTION FOR
SCHOOL PSYCHOLOGIST

I. Background Information

School psychologists help to navigate the requirements for special education by reviewing school records, planning and coordinating evaluations, administering new diagnostic evaluations, and applying student data to the State's eligibility criteria. Additionally they recommend specific intervention and placement solutions based on individual needs. Ongoing consultation with parents and teachers is an important part of the work.

This position is a 190 day contract.

II. Professional Responsibilities

- A. Assist special education teachers with evaluation planning.
- B. Conduct academic, behavioral, observational, and psychological assessments and generate the related reports.
- C. Interpret evaluation data and facilitate eligibility decisions.
- D. Promote positive behavior interventions and supports.
- E. Consult with parents and teachers to improve academic or behavioral difficulties.
- F. Connect families with available resources from the community and other agencies when possible.
- G. Conduct functional behavior assessments, generate the related reports, and facilitate the development of behavior intervention plans.
- H. Facilitate manifestation determination reviews and the related documentation.
- I. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- J. Transmit calendars, vehicle mileage logs, and evaluation data when requested.
- K. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education
School psychologists must hold a graduate degree in school psychology from an accredited college or university.
- B. Certification
School psychologists are fully certified when they are licensed by the South Dakota Department of Education to practice school psychology.
- C. Experience
Successful experience as a school psychologist is preferred but not required.

**JOB DESCRIPTION FOR
PSYCHOLOGICAL EXAMINER**

I. Background Information:

Psychological examiners help to navigate the requirements for special education by reviewing school records, planning and coordinating evaluations, administering new diagnostic evaluations, and applying student data to the State's eligibility criteria. Additionally they recommend specific intervention and placement solutions based on individual needs. Ongoing consultation with parents and teachers is an important part of the work.

This position is a 190 day contract.

II. Professional Responsibilities

- A. Assist special education teachers with evaluation planning.
- B. Conduct academic, behavioral, observational, and psychological assessments and generate the related reports.
- C. Collaborate with the supervising school psychologist regarding evaluation reports.
- D. Interpret evaluation data and facilitate eligibility decisions.
- E. Promote positive behavior interventions and supports.
- F. Consult with parents and teachers to improve academic or behavioral difficulties.
- G. Connect families with available resources from the community and other agencies when possible.
- H. Conduct functional behavior assessments, generate the related reports, and facilitate the development of behavior intervention plans.
- I. Facilitate manifestation determination reviews and the related documentation.
- J. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- K. Transmit calendars, vehicle mileage logs, and evaluation data when requested.
- L. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education
Psychological examiners must hold a master's degree in school psychology or a related field from an accredited college or university.
- B. Certification
Psychological examiners are fully certified when they are licensed by the South Dakota Department of Education to practice psychological examination.
- C. Experience
Successful experience as a psychological examiner is preferred but not required.