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# Northeast Educational Services Cooperative

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

## School Psychologist Position

Northeast Educational Services Cooperative is seeking school psychologists or interns in northeastern South Dakota for both the current school year (2023-2024) and also the future (2024-2025 and beyond). Candidates should hold or be able to acquire SD DOE licensure or university backing to practice school psychology. Benefits include health and dental insurance, in addition to flexible workday expectations and the use of a school vehicle.

An ideal candidate would live in or around Brookings, but we would also consider candidates living in other areas such as Huron, Milbank, Sisseton, or Watertown.

To be considered please 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: Andrea Powell  
Northeast Educational Services Cooperative  
P.O. Box 327  
Hayti, SD 57241

Alternatively, you may e-mail to [andrea.powell@k12.sd.us](mailto:andrea.powell@k12.sd.us) or 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.

# 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.

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](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](#)?

(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