

Northeast Educational Services Cooperative

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

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PRESIDENT
BOARD OF DIRECTORS

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Dustin Hinckley
ASSISTANT DIRECTOR
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Matt Flett
BUSINESS MANAGER
Matt.Flett@k12.sd.us

Member Districts

Arlington #38-1
Britton-Hecla #45-4
Castlewood #28-1
Clark #12-2
De Smet #38-2
Deubrook #5-6
Deuel #19-4
Elkton #5-3
Enemy Swim Day School
Estelline #28-2
Florence #14-1
Grant-Deuel #25-3
Hamlin #28-3
Henry #14-2
Iroquois #2-3
Lake Preston #38-3
Rosholt #54-4
Sioux Valley #5-5
Summit #54-6
Waubay #18-3
Waverly #14-5
Webster Area #18-5
Willow Lake #12-3
Wilnot #54-7

Position Announcement/Application Process

Assistant Business Manager

For

Northeast Educational Services Cooperative Hayti, SD 57241

Northeast Educational Services Cooperative (NESC) is announcing the availability of the Assistant Business Manager position. The position starting date will be on or about October 1, 2011. NESC is an educational cooperative which provides special education services to 24 member districts in Northeastern South Dakota and operates on a \$4.3 million budget.

In order to be considered for this position, you must submit the following:

- This application form
- Letter of application
- Resume
- Credentials (transcripts, licenses, certificates, letters of recommendations, etc.)

By

September 16, 2011

Application materials may be sent to:

Matt Flett
Northeast Educational Services Cooperative
PO Box 327
Hayti, SD 57241
Telephone: 605-783-3607
Email: Matt.Flett@k12.sd.us

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

ASSISTANT BUSINESS MANAGER

ROLE AND RESPONSIBILITIES:

The Assistant Business Manager is under the immediate supervision of the Business Manager, followed by the Director of the Northeast Educational Services Cooperative. The completion of the roles and responsibilities listed below will be reviewed on an annual basis.

Role:

The Assistant Business Manager will:

- foster a positive attitude toward each NESC employee and contacts outside the organization
- determine personal job performance goals
- attend to job tasks during working hours and not personal activities
- when unsure of work or tasks assigned ask questions for more direction

Responsibilities:

The Assistant Business Manager's responsibilities include but may not be limited to the following:

- Accounts Payable
- Annual Inventory
- Ordering of Supplies
- Assisting staff in requisitioning orders
- Registering staff for Professional Development Events
- Any other duties as assigned

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

APPLICATION FOR EMPLOYMENT

P E R S O N A L	Last Name	First Name	Middle Initial	Date
	Street Address			Home Telephone () _____
	City, State, Zip			Additional Telephone # you may be reached at: () _____
	Have you ever applied for employment with us? ___ Yes ___ No If yes: Month and year _____			Email address _____
	Previous position applied for _____			
Position currently applying for _____				

E D U C A T I O N	School	Institution and Location	Course of Study	Did you Graduate?	Degree or Diploma	Date of Degree or Diploma
	Post-Graduate					
	Graduate					
	College					
	High School					

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

Application continued on next page.

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name	Telephone ()
	Address	Employed – (State month and year) From to
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone ()
	Address	Employed – (State month and year) From to
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

3	Company Name	Telephone ()
	Address	Employed – (State month and year) From to
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate differently. This will be done confidentially.

I certify that the information provided herein is true and complete to the best of my knowledge.

Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from current or former employers and/or law enforcement personnel upon inquiry under this application.

Signature of Applicant: _____ Date: _____

This application must be COMPLETED and RETURNED by: September 16, 2011.

**Return completed application form to: Matt Flett, NESC, PO Box 327, Hayti, SD 57241
Or email to: Matt.Flett@k12.sd.us**