

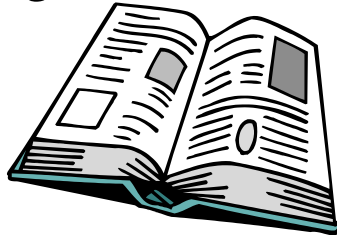
NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

**REGION 1
EDUCATION SERVICE AGENCY**

NESC BOARD POLICIES

2011-2012

"Broadening Educational Horizons"



Gerald Aberle, Director

Dustin Hinckley, Assistant Director

Matthew Flett, Business Manager

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
2011 - 2012 NESC BOARD POLICIES**

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The 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 the non-discrimination policies:

Assistant Director
310 5th Street
PO Box 327
Hayti, SD 57241
(605)783-3607

Office for Civil Rights,
Kansas City Office
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Telephone: (816) 268-0550
Facsimile: (816) 823-1404
Email: OCR.KansasCity@ed.gov

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

BOARD OF ADVISORS

Chris Lund	Arlington School District # 38-1
Kevin Coles	Britton-Hecla School District # 45-4
Keith Fodness	Castlewood School District # 28-1
Brian Heupel	Clark School District # 12-2
Jim Altenburg	De Smet School District # 38-2
Kevin Kennaghan	Deubrook Area School District # 5-6
Dean Christensen	Deuel School District # 19-4
Brian Jandahl	Elkton School District # 5-3
Dr. Sherry Johnson	Enemy Swim Day School
Duane Sundberg	Estelline School District # 28-2
Gary Leighton	Florence School District # 14-1
Grant Vander Vorst	Grant-Deuel School District # 25-3
Joel Jorgenson	Hamlin School District # 28-3
Steve Zirbel	Henry School District # 14-2
Mark Sampson	Iroquois School District # 02-3
Tim Casper	Lake Preston School District # 38-3
Teresa Appel	Rosholt School District # 54-4
Tom Oster	Sioux Valley School District # 5-5
Denny Jensen	Summit School District # 54-6
Al Stewart	Waubay School District # 18-3
John Bjorkman	Waverly/South Shore School District # 14-5
James Block	Webster Area School District # 18-5
Terry Winegar	Willow Lake School District # 12-3
Larry Hulscher	Wilmot School District # 54-7

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS**

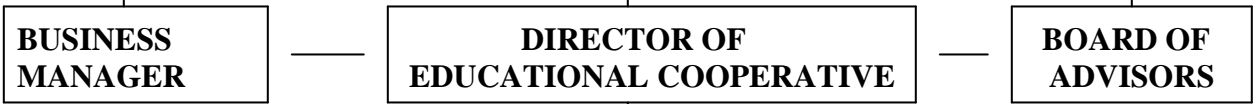
Dan Rowen	Arlington School District # 38-1
Roger Gresh	Britton-Hecla School District # 45-4
Harry Boner	Castlewood School District # 28-1
Bob Steffen	Clark School District # 12-2
Norman Koehlmoos	De Smet School District # 38-2
Carie Knutson	Deubrook Area School District # 5-6
Debbe Koenecke	Deuel School District # 19-4
Tim Bauer	Elkton School District # 5-3
Evelyn Blacksmith	Enemy Swim Day School
Linda Mennenga	Estelline School District # 28-2
Tracy Hlavacek	Florence School District # 14-1
Jon Tol	Grant-Deuel School District # 25-3
Trevor Stieg	Hamlin School District # 28-3
John Rider	Henry School District # 14-2
Mary Jane Fast	Iroquois School District # 02-3
Brian Nelson	Lake Preston School District # 38-3
Lana Sand	Rosholt School District # 54-4
Polly Larson	Sioux Valley School District # 5-5
Corrie Quale	Summit School District # 54-6
Cheryl Berger	Waubay School District # 18-3
Dennis Thyen	Waverly/South Shore School District # 14-5
Kathy Meland	Webster Area School District # 18-5
Paula Warkenthien	Willow Lake School District # 12-3
Denise Lutkemeier	Wilmot School District # 54-7

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE ORGANIZATIONAL CHART

SCHOOL BOARD MEMBERS

ARLINGTON # 38-1 DE SMET # 38-2 ENEMY SWIM HAMLIN # 28-3 ROSHOLT # 54-4 WAVERLY/SOUTH SHORE # 14-5 WILMOT # 54-7	BRITTON-HECLA # 45-4 DEUBROOK AREA # 5-6 ESTELLINE # 28-2 HENRY # 14-2 SIOUX VALLEY # 5-5	CASTLEWOOD # 28-1 DEUEL # 19-4 FLORENCE # 14-1 IROQUOIS # 02-3 SUMMIT # 54-6 WEBSTER AREA# 18-5	CLARK #12-2 ELKTON # 5-3 GRANT-DEUEL # 25-3 LAKE PRESTON # 38-3 WAUBAY # 18-3 WILLOW LAKE # 12-3
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COOPERATIVE BOARD OF DIRECTORS



ASSISTANT DIRECTORS OF EDUCATIONAL COOPERATIVE

PROGRAMS / SERVICES

Center-Base Child Find Cooperative Purchasing Early Childhood Educational Services Agency Educational Specialist Extended School Year Services Occupational Therapy	Physical Therapy Reading Recovery School Psychological Services Speech / Language Staff Development Technology Program Transition Program
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NESC BOARD POLICIES
NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
28-201

ARTICLE I
EMPLOYMENT

- A. Employee Criminal Background Check Policy: It is the policy of the board to only employ individuals who do not have a “disqualifying record.” Each offer of employment is subject to the provisions of SDCL 13-10-12, et seq., relating to criminal background investigations. This policy shall apply to all individuals employed for the 2000/2001 school year and thereafter, who were not employed by the district during the preceding school year. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

Each person considered a final applicant for employment shall be provided with a memo to and certification form for completion by the law enforcement agency as provided in Exhibit File GCDB-E/GDDB-E, together with fingerprint identification cards approved by the South Dakota Division of Criminal Investigation, and an envelope, postage prepaid, addressed to the South Dakota Division of Criminal Investigation, 500 East Capitol Avenue, Pierre, South Dakota 57501. The final applicant shall take the fingerprint cards, the memo, and the addressed, stamped envelope to a law enforcement agency and submit to the fingerprinting process. The final applicant must also provide to the law enforcement agency a check or money order made out to the South Dakota Division of Criminal Investigation for the amount required. The final applicant’s completed application will be attached to the certification of the law enforcement agency when received.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A “disqualifying record” means any conviction of a crime of violence as defined in SDCL 22-1-2(9), a sex offense as defined in SDCL 22-22-30, or trafficking in narcotics. In addition, the Northeast Educational Services Cooperative Board of Directors may consider the following items when making employment decisions on a case-by-case basis:

1. Conviction of any crime or moral turpitude as defined by SDCL 22-1-2(25) may constitute a disqualifying record as determined by the board on a case-by-case basis.
2. Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record.
3. Any criminal conviction may be considered in making a hiring decision.

An applicant for employment subject to this policy shall provide to the law enforcement agency performing the fingerprint process a check or money order in an amount necessary to cover the costs of the criminal record check.

This policy shall not apply to persons performing services for the district under the authority of the South Dakota High School Activities Association. This policy applies to all other employment agreements, whether written or oral.

**ARTICLE II – LEAVE POLICY
PARAPROFESSIONAL STAFF**

- A. All paraprofessionals employed by Northeast Educational Services Cooperative (NESC) shall be allowed six (6) days of sick leave of absence or full pay on account of enforced absence by a medical physician to be taken as needed during the school year. If a paraprofessional is claiming sick leave of more than three consecutive days, he/she may be required to provide the Director or Business Manager or the Cooperative Board a physician's statement verifying illness if so requested.
- B. Sick leave may be accumulated to forty (40) days and may be used for sickness of employee and/or immediate family defined as children, spouse). Up to five sick leave days will be allowed for sickness of other immediate family defined as father, mother, father-in-law, and mother-in-law. Absence from duties because of sickness shall be deducted from the accumulated sick leave regardless whether a substitute teacher is hired. Paraprofessionals are eligible to participate in the paraprofessional staff Sick Leave Bank.
- C. The Sick Leave Bank shall be administered by the Northeast Educational Services Cooperative Director and Business Manager. The Sick Leave Bank can be accessed only after a member has used all of their accumulated leave.
1. Paraprofessionals can draw days from the Sick Leave Bank up to six (6) days or their respective number of accumulated leave days, whichever is greater, with a maximum of 24 days, per year per individual. Use of the Sick Leave Bank-II.B is limited for sickness of employee and/or immediate family defined as children, husband, and wife.

The maximum number of days an individual can use for parental leave is 12, which count toward the maximum of 24 days per year.
 2. All paraprofessionals will contribute one (1) day to the Paraprofessional Sick Leave Bank by September 15th of the current year. Paraprofessionals that do not wish to participate must notify the Business Manager in writing by September 15, and, in doing so, relinquish all rights to present and/or future participation in the Paraprofessional Sick Leave Bank.
 3. In the event that the Sick Leave Bank is depleted during the year, participating employees will be asked to contribute additional days and / or they may submit a request to the Board of Directors for additional days as needed not to exceed the number of days equivalent to one day per participating employee.
- D. In addition, paraprofessionals will be allowed two days of personal leave per year with pay. Personal leave can accumulate up to four days with per year. Personal leave exceeding four days will be added to the employee's accumulated sick leave not to exceed the maximum number of days in effect. Personal leave must be approved by the Director. Personal leave should be requested at least one week in advance unless emergency circumstances exist.
- E. Professional Leave: Employees requesting professional leave shall submit their request to the Director a minimum of two (2) weeks prior to such leave. The leave requested will be reviewed on its individual merits and benefits to the Cooperative. In the event a request for professional leave is denied by the Director, the staff will be permitted the option of requesting approval from the Board of Directors.
- F. Any employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which he is not a named party, shall be granted leave with pay for the days or parts of days such absence is required. Any per diem received for jury or

the designated subpoena absence shall be deducted from the regular salary. Such employee shall notify the Director as soon as practical for the necessity for taking jury leave.

- G. Five (5) days, if necessary, may be allowed for deaths in the employee's family. Employee's family shall be defined as parent, spouse, child, brother, sister, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, and grandparent. Other funeral leave may also be granted at the discretion of the Director.
- H. Leave of Absence Policy: A staff person may apply to the Board of Directors through the Director for a leave of absence not to exceed one (1) school year. The Board will rule on each application individually.

ARTICLE III MISCELLANEOUS

- A. The Cooperative Board provides Workmen's Compensation for all Cooperative employees.
- B. Every staff member in the Northeast Educational Services Cooperative shall have the unabridged right - as do other citizens in the community - to associate himself/herself as a candidate, supporter, worker, or adherent with any legally recognized political party or with any group of citizens engaged in social, or economic welfare of the community. The same rights may be exercised by the educational associations representing teachers in our individual schools or in our school system, even in respect to school board elections and school revenue issues. It is expected that the exercises of such rights as detailed above will not adversely affect the ability of teachers to carry out the task for which they are employed. It shall be the function of the Director to work out with the Education Association(s) any details concerning the use of school property (such as auditorium) for political activities. Any agreements reached between the Director and the Association(s) representing the employees shall be presented in writing, to the Board of Education for approval.
- C. No Cooperative employee shall be responsible for school district nonacademic duties unless otherwise specified in the contract.
- D. NESC will provide a \$65 new employee stipend to each successful hire.

ARTICLE IV SEXUAL HARASSMENT/HARASSMENT

Each student and employee has the right to learn and work in an environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, national origin, disability, age or other basis prohibited by law.

It shall be a violation of this policy for any student or any personnel of the Cooperative to harass a student, any Cooperative personnel, or any visitor through conduct or communication of a sexual nature, or communication disparaging a person's religion, race, color, religion, creed, ancestry, national origin, gender, disability, or age as defined by this policy. For the purpose of this policy, "cooperative personnel" includes NESC Board members, all cooperative employees and agents, volunteers, contractors, or persons subject to the supervision and control of the Cooperative.

The Cooperative will investigate all complaints of harassment and will discipline or take appropriate action against any student or other Cooperative personnel who is found to have violated this policy.

The Cooperative will provide annual in-service education and training about harassment for employees.

- A. Definitions

1. Harassment: Harassment consists of physical or verbal conduct related to a person's gender, race, color, religion, creed, ancestry, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive, and objectively offensive that it:
 - a. has the purpose of effecting or creating an intimidating, hostile or offensive working or academic environment;
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work performance which deprives the staff member access to employment or academic opportunities.
2. Sexual Harassment: Sexual harassment is any unwelcome sexual advances(s), request(s) for sexual favors and/or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:
 - a. submission to such conduct or communication is made, either explicitly or implicitly, a term of person's initial employment; or
 - b. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting a student's ability to learn or participate in school activities, or in hiring, evaluation, retention, promotion, or any other aspect of employment; or
 - c. such conduct or communication has the purpose or effect of interfering with an individual's ability to learn or work, creating an intimidating, hostile, or offensive working or educational environment; or
 - d. such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the Cooperative or depriving a student of educational opportunities.
3. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse based upon gender;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, gender-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupils by teachers, administrators, or other cooperative personnel to avoid physical harm to persons or property;
 - d. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt threats concerning the individual's employment or educational status;
 - e. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
 - f. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic, in the work environment.

B. Reporting Incidents of Harassment

Any person who believes he or she has been the victim of harassment as defined above by a student or an employee of the Cooperative shall report the alleged acts immediately to the Cooperative

Director. If the complaint involves the NESC Director, the complaint shall be filed directly with the NESC Board of Director's Chairman. The report shall be on a form available from the NESC Offices.

1. Submission of a complaint or report of harassment. Submission of a complaint or report of harassment will not affect the individual's employment or work assignments.
2. Confidentiality. The Cooperative will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the Cooperative's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.
3. Procedure. The complaining employee will be asked to put the facts surrounding the conduct in writing on a form provided by the Cooperative that includes the following: complainant's name and address; time and date of the incident; type of harassment; description of the incident; name of or identifying information about the alleged perpetrator; name of any witnesses, what action, if any, has been taken; and signature of the complainant.
4. Required Reporting. If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, all mandatory state reporting requirements including, but not limited to, contact with the State Department of Social Services will be initiated.

C. Investigation

Upon receipt of a written report alleging harassment, the NESC Director or his/her designee shall immediately authorize investigation. This investigation may be conducted by Cooperative officials or by a third party designated by the Cooperative. The investigating party shall provide a written report of the status of the investigation within (10) working days to the NESC Director.

In determining whether alleged conduct constitutes harassment, the Cooperative should consider the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, the Cooperative may take immediate steps at its discretion to protect the complainant, students, and employees pending completion of an investigation of alleged harassment.

During the investigation, all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the NESC Director or his/her designee within two (2) working days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

D. Cooperative Action

1. Upon receipt of the recommendation that the allegations of the complaint constitute a violation of Cooperative policy, the Cooperative will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation of each complaint will be reported in writing and kept on file in the NESC Director's office. The report shall include findings of fact and will document the disciplinary action taken if any, as a result of the complaint.
3. The complainant will be advised of the Cooperative's decision in writing.

4. If either party is not satisfied with the decision rendered by the Director, he or she may request a hearing in executive session with the NESC Board of Directors. The request for hearing must be submitted in writing through the NESC Director's Office within ten (10) working days following receipt of the Director's response. The appeal must include the original complaint form, a copy of the written decision from the NESC Director, and a written statement as to the reasons for appeal. The hearing will be scheduled within (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.
5. The Cooperative Board will render a decision in writing within ten (10) working days of the hearing.

E. Prohibition against Retaliation

The NESC Cooperative will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any NESC personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of harassment believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

F. False Charges

Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

G. Uncomfortable Situations

The Cooperative recognizes that not every uncomfortable situation constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory effect on employment or learning environment requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

H. Discipline

Any Cooperative action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and Cooperative policies. The Cooperative will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end harassment and prevent its recurrence.

HARASSMENT REPORT FORM

Complainant Name _____

Home Address _____

Home Phone _____

Work Address _____

Work Phone _____

Date and time of alleged incident(s) _____

Place where alleged incident(s) occurred _____

Name of person you believe harassed you _____

Describe the incident(s) as clearly as possible _____

List any witnesses that were present _____

What action, if any, has been taken? _____

This harassment report form is filed based on my honest belief that _____
has harassed me. I hereby certify the information I have provided in this harassment report form is true,
correct and complete to the best of my knowledge and belief.

Complainant Signature

Date

Received by

Date

**ARTICLE V
USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY EMPLOYEES
(DRUG FREE WORKPLACE)**

Student and employee safety is a paramount concern to the board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the board will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor will the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action which may include dismissal. Each employee of the cooperative is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the director any criminal drug statute convictions for a violation occurring in or on the premises of this cooperative, or while engaged in regular employment. Such notification must be made by the employee to the director no later than five days after conviction. Within ten (10) days after the director receives such notification in any school district receiving district federal aid the director will report the violation to the United States Department of Education and in all cases report the violation to the State Secretary of Education.

Thirty days after receipt of information concerning a violation of this policy the cooperative will take appropriate disciplinary action which may include termination of employment or may require the employee to participate in drug abuse assistance or rehabilitation programs.

All employees will attend a cooperative drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling; rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such a facility or agency is available.

When a staff member has consumed alcoholic beverages or illegal drugs off of school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation may be subject to the same penalties as for possession or consumption on school property.

The Cooperative Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

A copy of this policy shall be given to all present and future employees.

TEMPORARY DISENGAGEMENT

The board recognizes the inadequacies of "crisis action" and the importance of expert legal counsel in the area of dismissal for any employee. In the event of an emergency situation, the employee will be temporarily disengaged by NESC Administration, with pay, from his responsibilities and requested to await further notice from the administrative office. This action only simplifies one situation so as to maintain a proper environment for learning and in no way imputes contributory involvement to the employee. He/She may be reinstated to their responsibilities when advisable, or may be notified of suspension when investigation so indicates.

SUSPENSION

When contributory involvement is ascertainable, the employee should be suspended by NESC Administration, with pay, pending an executive session hearing before the board and a decision regarding further employment. The employee shall have full opportunity for defense against charges and to face

any person who has made allegations. If any representative is to be present, both the employee and the board should be represented for advice concerning legal rights and possible legal outcomes. In the event of civil or criminal litigation, the welfare of the students shall be the only criterion on which continued employment is based.

Immediate dismissal shall be based on the provision of state law. The board shall take this step only on advice of legal counsel or on the basis of affirmative evidence supporting such action by the board.

It shall be the purpose and use of this policy to assist in the improvement of instruction and to determine future employment.

ARTICLE VI ACCEPTABLE USE POLICY

NESC Information Technology

Any computer, networking device, telephone, copier, printer, fax machine, or other information technology which

1. is owned by NESC or
2. is licensed or leased by NESC or
3. is owned or leased by member school districts and used by NESC employees

is subject to NESC policies.

In addition, any information technology which

1. connects directly to NESC data or telephone networks, or
2. connects directly to a computer or other device owned or operated by NESC, and/or
3. otherwise uses or affects NESC information-technology facilities

is subject to NESC information-technology policies.

In addition, employees will be required to adhere to any NESC member districts' acceptable use policy as well.

Restricted Applications

Restricted applications of NESC's information technology primarily include but are not limited to:

1. threatening NESC's tax-exempt status, such as certain kinds of political activity and most commercial activity,
2. illegal acts, such as fraud, harassment, copyright violation, and child pornography,
3. depriving other users of their fair share of NESC information technology or interfere with the functioning of central networks and systems, such as mass mailings, and chain letters
4. violating NESC by-laws or policies
5. sending or displaying offensive messages or pictures
6. using obscene language
7. insulting or attacking others
8. engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
9. violating copyright laws
10. using others' passwords without permission
11. trespassing in others' folders, documents, or files
12. intentionally wasting limited resources
13. employing the network for sale of personal items

Disclaimers do not render restricted applications acceptable. The only recourse available to someone interested in such applications is to use non-NESC computers, networks, and other technologies.

Procedures

When any use of information technology at NESC presents an imminent threat to other users or to the NESC's technology infrastructure, system operators may take whatever steps are necessary to isolate the threat, without notice if circumstances so require. This may include changing passwords, locking files, disabling computers, or disconnecting specific devices or entire sub-networks from NESC, regional, or national voice and data networks. System operators will restore connectivity and functionality as soon as possible after they identify and neutralize the threat.

Telephones, computers, network connections, accounts, usernames, authorization codes, and passwords are issued to identify them as eligible users of NESC information technology. Users are responsible for not sharing their privileges with others, and especially for ensuring that authorization codes and passwords remain confidential. Users of computers connected to the NESC network, permanently or temporarily, are responsible for ensuring that unauthorized users do not thereby gain access to the NESC network or to licensed resources.

Use of information technology that violates this policy and rules based on it may result in disciplinary proceedings and, in some cases, in legal action.

Sanctions

Preliminary determination:

The cooperative director with assistance from the technology committee will make the initial determination of a policy violation. Once it has been determined that a policy violation has occurred, the director will implement the appropriate sanction(s).

Sanctions may include but are not limited to:

1. verbal warning
2. written warning
3. deny, suspend, or revoke any internet access as deemed appropriate
4. employment sanctions
5. notification of law enforcement

ARTICLE VII NESC VEHICLE USE POLICY

Authorization For Use:

NESC employees and contracted service providers shall operate NESC owned vehicles only when they:

1. Are authorized by NESC administration to act as the operator of a vehicle;
2. Hold a valid driver's license for the class of vehicle they are approved to operate. The cooperative may verify license status by checking motor vehicle records. Employees who move to and become residents of South Dakota will have 60 calendar days from their date of hire to secure a South Dakota Driver's License.
3. Provide a copy of their driver's license to NESC;

Responsibilities of Vehicle Operator:

Employees operating NESC vehicles shall:

1. Ensure NESC vehicles will only be used for NESC purposes.
2. Ensure the vehicle is made available for routine maintenance as well as unscheduled maintenance when required.
3. Ensure the engine oil is changed approximately every 3,000 miles.
4. Ensure the vehicle is locked when not in use.
5. Ensure all vehicle related charges made to an NESC account is for an NESC vehicle.
6. Maintain a mileage log to be submitted on a monthly basis to the NESC Administrative Offices.
7. Provide all gas and maintenance receipts on a monthly basis to the NESC Administrative Offices.

8. Operate such vehicles in a safe, responsible manner, and in compliance with South Dakota State laws and regulations as well as local laws governing vehicle use.
9. Be encouraged to pull off to a safe area and stop driving to use a cell phone in a vehicle. Employees who use a cell phone while driving must continue to operate the vehicle in a safe manner.
10. Inspect vehicles before operating to ensure the vehicle will function in a safe manner.
11. Report any suspension or revocation of their driver's license to NESC Administration as soon as they are aware or should have been aware of such action.
12. Report all accidents to NESC administration as soon as possible and practical.
13. Renew annually the NESC Vehicle Use Policy.
14. Refrain from engaging in activities which may distract an individual from safely operating a vehicle.
15. Refrain from operating any such vehicles when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle.
16. Refrain from any tobacco use while in an NESC vehicle.
17. Refrain from the unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance.
18. Refrain from operating any NESC vehicle while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug.
19. Refrain from operating a vehicle in a manner which endangers the safety or life of others.
20. Be personally responsible for the inside and outside appearance of the vehicle.
21. Be personally responsible for costs occurring when keys are locked in NESC vehicle.
22. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating NESC vehicles.

In addition, federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Sanctions:

The Cooperative Director will make the initial determination of a policy violation. Once it has been determined that a policy violation has occurred, the Director will implement the appropriate sanction(s).

Sanctions may include but are not limited to:

1. verbal warning
2. written warning
3. deny, suspend, or revoke any use of a Cooperative vehicle
4. employment sanctions
5. notification of law enforcement

ARTICLE VIII FAMILY AND MEDICAL LEAVE (FMLA Leave)

An eligible employee is entitled to up to a combined total (paid and unpaid) of twelve (12) weeks of FMLA Leave per year for:

- For incapacity due to pregnancy, prenatal medical care of child birth;
- To care for the employee's child after birth, or placement for adoption of foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

The employee must first use and count all available accrued paid leave, including vacation, sick leave, and personal leave, before using the unpaid leave. During the period of FMLA Leave, the employee is entitled to the continuation of all fringe benefits. Employees will still earn sick days and vacation days while on FMLA Leave. The district will continue to pay its portion of health insurance, and it will be the employee's responsibility to continue to pay for his or her portion. Upon return to work, the employee will be entitled to his or her same position or an equivalent position with equivalent pay.

In the case of birth, adoption or foster placement, the FMLA Leave entitlement for child-care ends after: (1) the child reaches the age of one, or (2) 12 months after adoption or placement. FMLA Leave to care for a child would include leave for a step-parent or a person in loco parentis.

In cases where both spouses are employed by the Cooperative, the combined amounts (both employees) of FMLA Leave for birth, adoption or foster placement, or family illness is limited to twelve (12) weeks. Personal illness is not limited to this combined total.

The Cooperative, at the request of the employee, may agree that the employee may take leave intermittently or on a reduced hours basis in connection with the birth, adoption or foster placement of a child. This is subject to the recommendations of the administrator or supervisor and is at the request of the employee.

When FMLA Leave is in connection with birth, adoption or foster placement, and is foreseeable, the employee must provide at least thirty (30) days notice of the date when FMLA Leave is to begin. When FMLA Leave is in respect to a family or employee illness which is foreseeable, the employee must make a reasonable effort to schedule treatment, including intermittent and reduced hour level, so as to not unduly disrupt the operations of the Cooperative.

In case of employee illness, in addition to current sick leave policy requirements, the Cooperative may require the employee to provide certification by his or her health care provider that the employee is able to return to work and is able to meet the essential functions of the job.

During FMLA leave, the District will continue the employee's health benefits during the leave period on the same level and under the same conditions as if the employee had continued to work. If the employee does not return to work after the expiration of leave, he/she will be required to reimburse the Cooperative for any insurance premiums paid by the Cooperative during the leave, unless the employee's failure to return is due to a serious health condition which prevents the employee from performing his/her job, or because of other circumstances beyond the employee's control.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Business Office by the 30th day of each month. If the payment is more than (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The Cooperative will provide fifteen (15) days' notification prior to the employee's loss of coverage.

ARTICLE IX GRIEVANCE PROCEDURE

WHEREAS, the Board of Directors of the Northeast Educational Services Cooperative # 28-201, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities under Federally assisted education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation, or application of Title IX (discrimination based on gender), Title VI (discrimination based on national origin/race, Section 504, Age Discrimination Act, or Americans with Disabilities Act Rules and Regulations may be quickly and smoothly resolved;

WHEREAS, students and employees of the Northeast Educational Services Cooperative # 28-201 are eligible to participate in this grievance procedure; and

WHEREAS, the resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student or employee, the administration, and the Board of Directors.

NOW THEREFORE BE IT RESOLVED, that the following grievance procedures be adopted by the Board of Directors of the Northeast Educational Services Cooperative # 28-201.

1. Definitions

- 1.1 Grievance: An issue that reaches Level One Procedure. This involves the violation, interpretation, or application of any selection of Title IX, Title VI, Section 504, Age Discrimination Act, or Americans with Disabilities Act.
- 1.2 Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by the Northeast Educational Services Cooperative #28-201 Board of Directors.
- 1.3 Employee: Any full-time or part-time person receiving compensation for services rendered the Northeast Educational Services Cooperative # 28-201 Board of Directors.
- 1.4 Non-discrimination Coordinator: The person designated by the Board of Directors to coordinate efforts to comply with Title IX, Title VI, Section 504, Age Discrimination Act, or American with Disabilities Act Rules and Regulations.
- 1.5 Director: The Director of the Cooperative or a designated representative.

2. Level One Procedure

- 2.1 The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Non-Discrimination Coordinator.
- 2.2 The Non-Discrimination Coordinator's responsibilities:
 - a. Investigate, within five business days, the circumstances of the complaint;
 - b. Render a decision, within ten business days after receipt of the complaint; and notify the complainant;
 - c. Provide the complainant five business days to react to the decision before it becomes final.
- 2.3 The Complainant's responsibilities:
 - a. Accept the decision, in writing, addressed to the Non-Discrimination Coordinator, or

- b. Disagree with the decision, in writing, addressed to the Non-Discrimination Coordinator. A level two procedure will be initiated.

3. Level Two Procedure

- 3.1 The Non-Discrimination Coordinator requests the Director to review the complaint.
- 3.2 The Director will schedule a meeting within five business days of receipt of the request for review. The participants shall be the complainant, the Non-Discrimination Coordinator, and the Director.
- 3.3 The Director will make a decision within five business days. The complainant and the Non-Discrimination Coordinator will receive copies of the decision.

4. Level Three Procedure

- 4.1 If the complainant is not satisfied with the decision rendered by the Director, he/she may request a hearing in executive session with the NESC Board of Directors. The request for hearing must be submitted in writing within five (5) business days through the Director's office. The hearing will be scheduled within thirty (30) business days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.
- 4.2 The NESC Board of Directors will render a decision in writing within ten (10) business days of the hearing.
- 4.3 Either party may have representation present at each step once the investigation is completed. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least two days prior to that step.

Grievance Report Form

(This report form is to be used when a grievant wishes
to file a grievance under NESC's Grievance Procedure)

Name _____

Mailing Address _____

City and State _____

Telephone: Home: _____ Cell: _____

Incident Summary:

1. Date of occurrence _____

2. Description of incident(s) _____

3. Name(s) of person(s) involved in the incident(s) _____

4. Name(s) of any witness(es) to the incident(s) _____

5. What remedial action, if any, has been taken? _____

6. Requested resolution of the grievance _____

Signature of Grievant

Date

ARTICLE X LIFE-SUSTAINING EMERGENCY CARE PROCEDURE

NESC center-base staff members responsibilities include the provision of life-sustaining emergency care. They shall take all reasonable steps to provide such care to NESC center-based students on school grounds in need of life-sustaining emergency care, and they shall attempt to contact an ambulance in accordance with regular school / NESC policies to secure the speedy transportation of the student to hospital facilities.

For purposes of this policy, "life-sustaining emergency care" means any procedure or intervention applied by NESC center-based staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life sustaining emergency care may include: efforts to stop bleeding, unlocking airways, mouth-to-mouth resuscitation, and card-pulmonary resuscitation ("CPR").

ARTICLE XI ADMINISTRATION OF MEDICATIONS

When appropriate, Northeast Educational Services Cooperative staff will assist students with self administration of medication according to the following requirements:

ITEM A:

This policy applies only to students directly assigned to NESC (Example: Center-Base students). NESC staff are not to become involved in the administration of medication to students not directly assigned to NESC.

ITEM B: DEFINITIONS

1. **Assistance with self-administration of medications:**

The term "assistance with self-administration of medications" means helping a client with one or more steps in the process of taking medications, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the client of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage. The person should have some informal training to ensure he/she feels comfortable in the role.

2. **Administration of medications:**

The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container; verifying it with the physician's order; giving the individual dose to the client for which it is prescribed; and promptly recording the time and dose given.

ITEM C: ADMINISTRATION OF MEDICATIONS

Northeast Educational Services Cooperative staff do not participate in the administration of medications unless appropriate training as required by SDCL 13-33A and Board of Nursing administrative rules has been provided.

ITEM D: REQUIREMENTS FOR SELF-ADMINISTRATION OF MEDICATION

1. The NESC Director or Assistant Director have been informed of a request for student assistance with medication.
2. A letter is distributed to the parent or guardian of each student.
3. The form, "Parent/Guardian Authorization For Assistance With Self Administration of Medications", has been fully completed.
4. The "Medication Observation Daily Log" must be maintained by the NESC staff for each student with each medication.
5. All medications to be supervised by school personnel are kept in a securely locked area.
6. Parents/Guardians may retrieve the medication from the school at any time.
7. No more than a thirty day supply of the medication for a student is to be stored at the school.
8. All unused, discontinued or outdated medications are to be returned to the parent or guardian and appropriately documented. All medications are to be returned to parents or guardians at the end of the school year.
9. NESC staff will notify parents or guardians of any side effects, variations from the plan, or the student's refusal or failure to take the medication.
10. Medication errors will be documented by NESC staff using the "Medication Report Error" form.
11. This policy and outlined procedures also apply concerning over-the-counter medications.

ITEM E:

All procedures included in this policy apply to circumstances involving the administration of medication. In these cases the "Parent / Guardian Authorization for Administration of Medications" form is required in place of item three under self-administration.

ADMINISTRATION OF MEDICATIONS

FORMS

Dear Parent / Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medication, (including over-the-counter such as Tylenol) during the school day.

Our school district requires that the following forms must be on file in your child's health record before we begin to give any medication at school:

1. Signed consent by the parent or guardian to give medicine.
2. Signed Medication Record.

Medications must be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine is to be delivered to the school.

When your child needs a medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Thank you for your help.

Sincerely Yours,

School Personnel

Telephone

Attachments: Parent / Guardian Authorization
Medication Record

**PARENT/GUARDIAN AUTHORIZATION FOR STUDENT TO
RECEIVE MEDICATION(S) FROM SCHOOL OFFICIALS**

Name of student _____ Date of birth _____

Parent/guardian name _____

School/year _____ Grade _____

Home telephone _____

Name of licensed prescriber _____

Business telephone _____

Cell Phone _____

Food/drug allergies _____

Name of medication _____

Date ordered _____ Duration of order _____

Dosage _____ Frequency _____ Route of administration _____

Expiration date of medication received _____

Diagnosis (if not in violation of confidentiality) _____

Specific direction, e.g., times to be given _____

Possible side effects, adverse reactions _____

Quantity of medication received by school and date _____

Required storage conditions _____

Other medication being taken by the student (if not in violation of confidentiality) _____

I give permission for my son/daughter to receive medication with supervision from authorized school personnel.

I give permission to school personnel to share information relevant to the prescribed medication assistance as he/she determines appropriate for my son's/daughter's health and safety.

I understand I may retrieve the medication from the school at any time; however, the medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

Parent/guardian signature _____ Date _____

Student signature, if appropriate _____ Date _____

School personnel signature _____ Date _____

MEDICATION ERROR REPORT

A medication error is defined as: "failure to assure the student receives the prescribed medication with the appropriate time frame, in the correct dosage, by the correct route, and to the correct student."

Date of report _____

Name of student _____ Date of birth _____ Sex _____ Grade _____

Home address _____ Telephone number _____

(street)

(city/state)

(zip code)

Date error occurred _____ Time noted _____

Personnel assisting student _____

(Name)

(Title)

Licensed prescriber _____

(Name)

(Address)

Medication _____ Dose _____ Route _____ Scheduled Time _____

Describe the error and how it occurred (use reverse side if necessary)

Action Taken:

Parent/guardian notified: Yes _____ No _____ Date _____ Time _____

Other persons notified: _____

Outcome:

Name _____
Type or Print

Signature _____

Title _____

Date _____

MEDICATION OBSERVATION DAILY LOG

To be completed for each medication.

School Year _____

Name of Student _____ Date of Birth _____ Sex _____

Grade/Home Room (or Teacher) _____

Name of School _____

Name and Dosage of Medication _____ Route _____

Frequency _____ Time (s) Given in School _____

Direction: Initial with time in box; a complete signature and initials of each person should be included below.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25	26	27	28	29	30	31
Aug																																
Sept																																
Oct																																
Nov																																
Dec																																
Jan																																
Feb																																
Mar																																
Apr																																
May																																
June																																
July																																

Initial (Of School Personnel or Nurse)

SIGNATURE

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |

CODES: (A) Absent; (E) Early dismissal; (F) Field Trip; (N) No Medication Available; (O) No Show; (W) Dosage Withheld; (X) No School (i.e. holiday, weekend, snow day, etc.)

ARTICLE XII REPORTING CHILD ABUSE

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

To comply with the law (SDCL 26-8-6, 26-10-10, 26-10-11, and 26-10-12) it is the policy of the Northeast Educational Services Cooperative that any staff or other coop employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report orally or in writing to the principal, superintendent, or director who shall then immediately report to the states attorney of that county or to the Department of Social Services or to the county sheriff or to the city police. The principal, superintendent or director shall inform the coop employee initiating the action within 24 hours and in writing that the report has been made. The employees shall make the report directly to the proper authorities if the principal, superintendent or director fails to do so.

The report shall contain the following information: Name, address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or condition.

Coop employees, including administrators shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the coop employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, only to report his or her suspicions of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL 26-10-12.2) is punishable by \$1,000 fine, one year in jail or both. (SDCL 26-10-12.3). Failure to make a report where abuse or neglect is suspected is subject to the same punishment. (SDCL 26-10-10)

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded. SDCL 26-10-14.

Copies of this policy shall be distributed by the Director or his designee to all coop employees at the beginning of each school term and to new employees when they begin employment if at a different time than the beginning of the school term.

The Board will support any employee making a report of suspected child abuse or neglect until and unless it is determined that the employee was acting in bad faith in making the report.

ARTICLE XIII BUSINESS CREDIT CARD POLICY

The Director and Business Manager are authorized to obtain credit cards in the Cooperative's name for the purpose of purchasing items and services that are coop related.

The total line of credit shall not exceed \$10,000. The Director and Business Manager are authorized to administer the credit card usage by administration and staff. Credit Cards are to be used for the following:

- 1.) Travel costs - airline tickets, registration fees, vehicle rental, and lodging (meals are not to be purchased with credit cards).
- 2.) Purchase of materials, supplies or equipment when the Business Manager or Director provides prior authorization.
- 3.) Emergency purchases for coop-related items when there is insufficient time to follow regular purchase procedures.
- 4.) On-line/internet purchases or registration where a credit card is required and the purchase is authorized by the Business Manager or Director.

Individuals making purchases as outlined above are required to submit invoices and other such documentation as the Business Office may require prior to the credit card bill being paid to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board or Administration revokes use of a card, the Business Manager or Director shall cancel the card the next business day after the Board of Directors meeting the card was voted to be revoked. Documentation of the cancelled card shall be presented at the following Board of Directors meeting.

ARTICLE XIV FLEET CREDIT CARD POLICY

The Director and Business Manager are authorized to obtain and distribute fleet cards to NESC employees.

The line of credit on these cards shall not exceed \$250 per day. The Director and Business Manager are authorized to administer the fleet card usage by Administration and other NESC employees. Fleet Cards are to be used for the following:

- 1.) Purchase of gasoline for Northeast Educational Services Cooperative vehicles.
- 2.) Purchase of oil changes and other routine maintenance.
- 3.) Fleet Cards will only be distributed to employees with a Cooperative vehicle or at the discretion of the Director and Business Manager.
- 4.) Absolutely no purchases of any kind may be used for NESC staff's personal vehicles.
- 5.) Employees that return their Cooperative issued vehicles at the end of the school year will also return their fleet card. They will be re-issued the fleet card when they are re-issued a Cooperative vehicle at the start of the next school year.

Individuals making purchases as outlined above are required to submit all receipts and invoices, along with his or her mileage log, that will note the price per gallon, gallons purchased, and total purchase amount the day a transaction is made. The Business Office will require the documentation prior to the credit card bill being paid, to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any fleet card if use becomes other than for which it was originally intended. If the Board revokes use of a card, the Business Manager shall cancel the card the next business day after the Board of Directors meeting. The card voted to be revoked will be obtained from the employee or employees. If Administration revokes use of a fleet card, they will notify the Board of Directors at the next meeting. Documentation of the cancelled card shall be presented in any case at the subsequent Board of Directors meeting.

APPENDIX A

NESC JOB DESCRIPTIONS

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
And
REGION 1 – EDUCATIONAL SERVICES AGENCY**

JOB DESCRIPTION FOR

DIRECTOR

Part A: Position Requirements

Position Title: Director of Cooperative Special Services

Organizational Structure: See Organizational Chart

Organizational Relationships:

1. Accountable to the NESC Board.
2. Coordinates and recommends policies and programs with Board of Directors and Superintendents' Advisory Board.
3. Works with both Elementary and Secondary Principals in service delivery system of the NESC.
4. Works with Business Manager of the NESC in regard to budgets and fiscal accounting.
5. Serves as a resource person to individual Boards of Education within the NESC.

Primary Function: To provide leadership in the development of effective programs and services for special needs children within the Northeast Educational Services Cooperative.

Major Responsibilities:

1. Administrative
2. Supervisory
3. Coordinating

Responsibilities:

I. Administrative Function

1. Developing policies in conjunction with the Board of Directors and Advisory Board of Superintendents of the Cooperative membership.
2. Establishing a special service delivery system in conjunction with member superintendents and building principals that comply with state and federal regulations.
3. Assisting superintendents and principals in the placement of special needs students. The building principal or designated administrator will coordinate all communication.
4. Completion of State and Federal forms relating to the NESC and serving as an advisory to member school districts regarding reporting forms.
5. Coordinate schedules of the NESC personnel in conjunction with building principals' schedules.

6. Maintaining records of students receiving services from the NESC that comply with State and Federal regulation. Serve as a consultant to member schools in regard to local records.
7. Responsible for the accountability of NESC personnel serving member school districts.
8. Establishing channels of communications from the NESC Board of Directors and Advisory Board of Superintendents, and Principals to local Boards of Education, building principals, teachers, staff, students, parents, and community.
9. Evaluation of NESC personnel concerning employment recommendations to Board of Directors, and Advisory Board of Superintendents.
10. Maintain equipment and supplies owned or loaned to the NESC.
11. Responsibilities for planning and appraisal of the program delivery system that provides data for both short/long term goals to the NESC Board and member school districts. Utilizing the instruments of needs assessment, testing, financial records and other information requested.
12. Additional responsibilities include:
 1. Planning and writing grants based on specific needs and availability of funding sources.
 2. Planning and arranging inservice where appropriate for NESC and LEA staff.
 3. Assisting LEA's and NESC staff as needed, in meeting the educational needs of students.
 4. Public relations.

II. Supervisory Functions:

1. Fostering professional growth of NESC personnel and serving as a consultant to building principals with respect to local personnel.
2. Serving as a resource person to NESC personnel, building principals, classroom teachers, Board of Education, parents and students.
3. Evaluation of personnel through observing and recording specific teacher behavior.

III. Coordinating Functions - Between NESC and Member School Districts:

1. Member school personnel
2. Member community agencies
3. State agencies and personnel

Part B: Position Holder Qualifications

I. Education

1. A Masters Degree in Education
2. The major emphasis of preparation in special education course work from an accredited college or university.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

ASSISTANT DIRECTOR

Position Title: Assistant Director of Cooperative Services

Qualifications: Master's Degree in Special Education and/or School Administration

Certification: Appropriate certificate from the South Dakota Department of Education

Organizational Structure: See Organizational Chart

Organizational Relationships and Responsibilities:

1. Accountable to the Director
2. Coordinate and communicate with Cooperative's Business Manager and Director regarding budgeting and purchasing for departments.
3. Assume program responsibilities as delegated by the Director. (Example: Coordinator for departments: speech therapy, physical therapy, occupational therapy, early intervention, Reading Recovery)
4. Supervise and evaluate cooperative staff to include, but not be limited to, scheduling meetings, providing job performance feed back and approving leave requests.
5. Maintaining communication with the administration and staff within the member districts regarding pertinent issues.
6. Ensure that Cooperative policies and procedures are maintained.
7. Coordinates preschool screenings and kindergarten round-ups by working with NESC and member district staff.
8. Coordinates and employs staff for extended school year program in member districts choosing to access this service.
9. Coordinate professional development for NESC staff.
10. Attend Board of Directors and Board of Advisors meetings and other meetings as required and deemed appropriate by the Director.
11. Serve as a resource person to NESC and member district staffs in the area of special education, including out of district placement of students with special needs.
12. Perform other duties as deemed appropriate by the Director to facilitate the effective, efficient running of the Cooperative's programs.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

BUSINESS MANAGER

1. To act in a consultatory and advisory capacity to the director in matters pertaining to the formulation and execution of financial policy and requisitions dealing with the NESC.
2. To prepare the annual budget for the NESC, prepare monthly and annual financial reports of the disbursements and receipts of the several funds, and maintain adequate control over all financial transactions.
3. To assume responsibility for the preparation of the various payrolls, supervise all regular and special accounts and funds of the NESC, the accounting and reporting thereof, and maintain the same according to state law and NESC policy.
4. To process all requisitions for the purchase of NESC supplies and equipment.
5. To prepare and process specifications, obtain bids and price quotations, open and tabulate bids when necessary, and execute contracts for the same as prescribed by the policies of the NESC and the laws of the state.
6. To act on behalf of the Board of Directors in the administration of insurance coverage.
7. To maintain a record of inventory of the NESC owned property.
8. To assume responsibility for obtaining adequate telephone service, fire protection, and other services necessary for the operation and maintenance of the NESC Office.
9. To assume responsibility for uniform accounting for handling of money for the NESC.
10. To assume responsibility for billing and collecting all tuition receipts from individuals and/or school districts receiving services from the NESC.
11. To purchase all educational supplies, maintenance of supplies and equipment necessary for the operation of the NESC as approved in the annual budget. Any other purchases must have approval of the Board. All the purchases must be made in accordance with the laws of the state.
12. He/She shall act as clerk and treasurer of the board, with the following duties:
 - A. Keep an accurate journal of the proceedings of the Board.
 - B. Take charge of the Board's books and documents.
 - C. Issue all warrants for payment of verified bills approved for payment by the Board.
 - D. Prepare the annual report of the NESC.
 - E. Keep a record of all financial transactions relating to the operation of the NESC.
 - F. Submit financial statements and reports at the monthly meetings of the Advisory Board and Board of Directors.
13. To perform other such duties as may be delegated by the Director of the NESC.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
AND
REGION 1—EDUCATIONAL SERVICES AGENCY**

**JOB DESCRIPTION FOR
ADMINISTRATIVE ASSISTANT**

Summary:

Provide administrative support to NESC administration and staff. Duties include general clerical, receptionist, and project based work.

Educational Requirements:

A high school diploma at the minimum. Candidates with additional education/training in secretarial/clerical coursework would be preferred.

Organizational Relationship:

Accountable to NESC Administration—Director, Assistant Directors, and Business Manager

Primary Responsibilities:

1. Answer telephone and transfer to appropriate staff member or take messages.
2. Create and modify documents using Microsoft Office Pro.
3. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, emailing, scheduling, keyboarding, workshop registrations, and filing.
4. Maintain hard copy and electronic filing system.
5. Setup and coordinate meetings.
6. Medicaid Billing
7. Other duties as assigned

Necessary Skills:

1. Proficiency in communication skills, both verbal and written; keyboarding skills; basic math and language skills.
2. Technology Skills
 - Operation of Windows Operating System
 - Microsoft Office Pro Products
 - Email
 - Facsimile
 - Copy Machines
3. Multi Tasking Ability
4. Organizational Skills
5. Independent Worker

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR ITINERANT

EARLY CHILDHOOD INSTRUCTOR

I. Background Information

1. The position involves working with the NESC Member School Districts.
2. The position will be a regular nine month teaching contract, the teacher will be directly accountable to the NESC Assistant Director.
3. The teacher will serve as an itinerant instructor serving member schools of the NESC.
4. Refer to the NESC handbook for information relating to policies and procedures.

II. The responsibilities will involve program development, coordination, and teaching in the preschool area.

Program Development:

1. Development of a preschool screening procedure for member school districts.
2. Development of a birth to five referral procedure for member school districts.
3. Administer diagnostic evaluations on child referred prior to placement of child. Secure parental permission in accordance with procedures.
4. Development of Individual Educational Programs (IEP's) for preschool children identified for service.
5. Development of individual curriculum and selection of instructional material.
6. Development of a home based instruction, as well as consideration for possible center-based instruction.
7. Recommendations to NESC Director or Assistant Director concerning instructional facilities.
8. Preparation of schedule.
9. Development of record keeping system for each student.
10. Provide public relation activities to explain program to school district staff and general public.
11. Provide and participate in inservice activities of the NESC.

Program Coordination:

1. The position will involve working directly with the school districts, parents, and other agencies (Children's Care Hospital, Medical Personnel, County Nurses, Child Protection, etc.).
2. Responsibilities will involve working through referrals made by parents, schools, and other agencies to help determine a most appropriate placement.
3. The teacher will be working with support personnel (speech therapist, psychologist, school district resource room teachers, etc.) to help enrich the child's development.
4. Participation in the placement process of pre-school children.
5. Serving as a resource person to NESC members.

Teaching:

1. The position will involve teaching birth to five students, focusing on individual needs.

2. Various experiences will be provided in the following areas according to the age of the child:
 - A. Cognitive Development
 - B. Gross and Fine Motor Development
 - C. Communication Development
 - D. Social or Emotional Development
 - E. Adaptive Development
 - F. Health Development
 - G. Perceptual Development
3. There will be modeling teaching and counseling of parents to help move the parents toward increasing initiative and independence in planning the education, and social stimulation for their child.

III. Qualifications:

- A. Education:
 1. B.A. or Master's Degree in Special Education from an accredited college or university.
- B. Certification:
 1. A South Dakota Teacher's Certificate with a # 35 endorsement.
 2. A South Dakota Teacher's Certificate with an Early Childhood Special Education endorsement.
- C. Experience:
 1. Successful experience as a resource room teacher preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

SPEECH CLINICIAN

I. General Description:

The speech clinician is a specialist in the field of speech pathology and functions as an integral part of the total school staff as well as the special education team. The primary role of the speech clinician is one of the services to the communicatively disabled children.

The speech clinician emphasizes treatment of the more severe communication disabilities in the areas of language, voice, fluency and articulation. In order to accomplish this work with the disabled child, the speech program must be integrated with the total educational framework. Integration is achieved by the speech clinician and the classroom teacher working in a joint effort at understanding and aiding the speech and language development of all children. The treatment of minor communication disorders can then be readily managed by the indirect assistance of the clinician, thus allowing the clinician to utilize his/her specialized training to the best advantage of the students most in need of help. The speech clinician is directly responsible to the Supervisor of Speech Services or NESC Director.

II. Professional Responsibilities:

- A. Provide identification services including an annual speech screening in accordance with the guidelines of the speech program of the Northeast Educational Services Cooperative.
- B. Administer a comprehensive diagnostic evaluation to all children referred because of a suspected communication problem.
- C. Administer a comprehensive diagnostic evaluation consistent with professional standards prior to the enrolling of a student for treatment.
- D. Prepare and distribute to parents and the school reports showing the disposition of all students evaluated.
- E. Assume responsibility for notifying parents of their child's enrollment in the clinical speech program and for keeping them apprised of progress.
- F. Develop and adhere to an approved schedule of regular speech services commensurate, in terms of frequency and duration, with the individual needs of the children involved.
- G. Prepare with the assistance of parents and teacher, Individual Educational Programs for all students receiving speech services from the NESC.
- H. Prepare and distribute to the supervisor of speech services narrative and statistical summaries of services provided during the school year and make recommendations for immediate needs.
- I. Assist in the formulation of long-range (projected) goals to maintain a meaningful continuity to the clinical speech program.
- J. Attend meetings regularly scheduled by the supervisor of speech services.

- K. Participate in all staffings involving students known to have communication handicaps in the schools.
- L. Consult with the supervisor concerning new materials in the field, community, referral agencies and problems pertaining to a particular school.
- M. Provide research services, including analytic evaluations of needs and programs, and cooperation in studies pertinent to communication disorders.
- N. Encourage and participate in advance study in the field through inservice or graduate course work.
- O. Carry out policies established by the school district, the Northeast Educational Services Cooperative and the State Department of Public Instruction.

III. Qualifications:

- A. Education:
 - 1. B.A. Degree in Speech Pathology from an accredited college or university.
- B. Certification:
 - 1. South Dakota Teacher's Certificate with a #36 endorsement.
- C. Experience:
 - 1. Successful experience as a public school speech clinician preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR SCHOOL PSYCHOLOGIST

General Description:

The role of the Psychologist is to adopt psychological theories into educational behavioral practice in the public schools. The psychologist evaluates the child's learning, social and behavioral skills through the use of observation, testing, and referral information. Areas of competence include learning, motivation, child development, behavior modification, and provide for interactive communication between school personnel, students, and parents. The psychologist is directly responsible to the Supervisor of School Psychological Services of the NESC Director.

The school psychologist provides service in three major areas: psycho-diagnostic evaluation and appropriate recommendations, consultation, and in-service training.

- I. Specifically, the role of the NESC Psychologist includes the following functions:
 1. Evaluates individual children referred for examinations because of learning or behavior problems.
 2. Integrates multidisciplinary assessment and observation information into a comprehensive report. This includes interpreting findings and formulating recommendations.
 3. Recommends eligibility for placement in special programs, (i.e., placement in special service programs).
 4. Consults with NESC personnel in regard to the psychological implications of school policies, practices and curriculum.
 5. Consults with teachers and/or parents on the general management of children with learning or behavior problems.
 6. Promotes public understanding and support for the NESC psychological services program.
 7. Provides inservice education for teachers, administrators, and/or parents.
 8. Counsels students and parents when related to school problems.
 9. Provides liaison between NESC members and outside agencies on appropriately referred cases.
 10. Files appropriate reports with school personnel.
 11. Maintains appropriate records on cases referred and examined.
 12. Participates in Individual Educational Planning (IEP) meetings for those students evaluated.
 13. Serves as a resource person to NESC members.

14. Assists in the development of curriculum and selection of instructional materials.

II. A major emerging role for the School Psychologist is in providing inservice education for teachers, school administrators, and parents relative to the psychological implications of learning and behavior problems. In order to do this, the School Psychologist must keep abreast of major trends in the education of disabled and non-disabled children, stay up-to-date in the practice and use of testing instruments, and keep knowledgeable of educational methods and curriculums. This role is accomplished through providing inservice consultation for teacher conferences, through serving in a liaison capacity between school and physicians, mental health centers, and appropriate mental health agencies.

Qualifications:

A. Education:

1. Completed and approved graduate program for school psychologist at a college or university.

B. Certification:

1. A South Dakota Teacher's Certificate with a #404 endorsement.

C. Experience:

1. Successful experience as a school psychologist preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

PSYCHOLOGICAL EXAMINER

I. Background Information:

1. The position involves working in/with the NESC member school districts.
2. The position will be a 200 day contract. The Psychological Examiner will be directly accountable to the Certified Supervising School Psychologist.
3. The Psychological Examiner will follow the procedures and policies established by the Board of Directors.

II. Specifically, the role of a Cooperative Psychological Examiner includes the following functions:

1. Evaluates individual children referred for examinations because of learning and/or behavioral difficulties.
2. Interprets findings and formulates recommendations.
3. Recommends eligibility for placement in special programs (i.e., placement in special service programs).
4. Participates in Individual Educational Planning (IEP) meetings for those students evaluated.
5. Promotes public understanding and support for the NESC psychological services program.
6. Provides liaison between NESC members and outside agencies on appropriately referred cases.
7. Serving as a resource person to NESC members.
8. Files appropriate reports with school personnel.
9. Maintains appropriate records on cases referred and examined.
10. Keeps abreast of major trends in the education of disabled and nondisabled children, stays up-to-date in the practice and use of testing instruments, and keeps knowledgeable of educational methods and curriculums.

III. A NESC Psychological Examiner might also fulfill the following functions if he or she has received appropriate education and training in the specific area(s):

1. Consults with teachers and/or parents on the general management of children with learning or behavior problems.
2. Provides in-service education for teachers, administrators, and/or parents.

3. Counsels students and parents when related to school problems.
4. Assists in the development of curriculum and selection of instructional materials.

Qualifications:

A. Education:

1. A master's degree with a concentration of coursework that is essentially psychological in nature; and
2. A minimum of 30 semester hours of undergraduate or graduate coursework including at least one course in each of the following: individual psychological evaluation, practicum in individual psychological evaluation, the exceptional child, and educational statistics, and a minimum of 16 semester hours of coursework from 5 or more of the following areas: general psychology; abnormal psychology; child, adolescent, or developmental psychology; educational psychology; principals and practices of guidance programs; elementary guidance; counseling methods or techniques; or group testing.

B. Certification:

1. A South Dakota Teacher's Certificate with a # 405 endorsement.

C. Experience:

1. Successful experience as a Psychological Examiner preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

SUPERVISOR, SCHOOL PSYCHOLOGICAL SERVICES

I. General Description:

The role of the supervisor for school psychological services is one of responsibility for the quality, efficiency, and harmonious functioning of the total school psychological program within the Northeast Educational Services Cooperative. This includes responsibility for planning and evaluation of both programs and personnel, research activities, and staff communication. Serving as the spokesperson for school psychological services, the supervisor is the liaison between the school psychologists and director of the Northeast Educational Services Cooperative. The supervisor is directly responsible to the Director of the Cooperative.

II. Professional Responsibilities:

- A. Assess, in conjunction with the NESC Director and the School Psychological Services Staff, the needs of the member schools concerning school psychological services.
- B. Formulate both short and long range goals with measurable objectives for the program.
- C. Supervising and evaluating school psychologists and psychological examiners and providing job performance feedback.
- D. Encourage and advocate for the development of the professional interests and competencies of individual staff members.
- E. Deploy staff and resources in the most effective and efficient manner.
- F. Establish guidelines and procedures appropriate for services and case load management.
- G. Cooperate with the Director in the planning, implementation, and evaluation of programs for a member school district.
- H. Make needs of the school psychological services program known to the NESC Director and to keep the administration and staff apprised of the progress of established programs and the implementation of, or experimentation with, new programs.
- I. Compile, analyze, and disseminate statistical information of services provided by the school psychological staff during the year and projected for the future.
- J. Encourage staff members to participate in relevant research projects and offer assistance when possible.
- K. Plan and implement inservice meetings for the staff based on the expressed needs of the school psychologists and member school districts.
- L. Organize and conduct staff meetings for the purpose of keeping the staff well informed on policies, evaluations of needs and programs, case assignments, and general discussion about cases/building issues.

- M. Participate in Advisory Board and Board of Directors meetings as called by the NESC Director.
 - N. Cooperate with training institutions to provide beneficial school practicum and school internship experiences to students.
- III.
- A. Education:
Specialist in School Psychology.
 - B. Certification:
A South Dakota Teacher's Certificate with a #404 endorsement.
 - C. Experience:
Four years experience as a School Psychologist in a public school setting.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

CENTER-BASE CLASSROOM INSTRUCTOR

I. Background Information:

1. The position involves working with the NESC member school districts.
2. The position will be a regular 175 day teaching contract. The teacher will be directly accountable to the Assistant Director.
3. The teacher will serve as a classroom instructor.
4. Refer to the NESC handbook for information relating to the policies and procedures.

II. The responsibilities will involve program development, coordination and instruction in the classroom.

Program Development:

1. Administer diagnostic evaluations on children referred prior to placement of child. Secure parental permission in accordance with due procedures.
2. Development of Individual Educational Programs (IEP's) for children identified for service.
3. Development of curriculum and selection of instructional material.
4. Development of record keeping system. This record keeping system must ensure monitoring of student progress and student file compliance with all elements of the Northeast Educational Services Cooperative Comprehensive Plan. A student file must be maintained in the home school district of each center-base student.
5. Provide public relation activities to explain program to school district staff and general public.
6. Provide and participate in inservice activities of the NESC.

Program Coordination:

1. Responsibilities will involve working through referrals made by parents, schools, and other agencies to help determine a most appropriate placement.
2. The teacher will be working with support personnel (speech therapist, psychologist, school district resource room teachers, etc.) to help enrich the child's development.
3. Participation in the placement process of children.
4. Serving as a resource person to NESC member school districts.

Teaching:

1. Various experiences will be provided in the following areas according to the age and needs of the child:
 - A. Cognitive Development
 - B. Motor Development
 - C. Communication Development
 - D. Social or Emotional Development
 - E. Adaptive Development
 - F. Physical Development
 - G. Perceptual Development
2. There will be some teaching and counseling of parents to help move the parents toward increasing initiative and independence in planning the educational and social stimulation for their child.

III. Qualifications

- A. Education:
 1. B.A. or Master's Degree in Special Education from an accredited college or university.
- B. Certification:
 1. A South Dakota Teacher's Certificate with a # 35 endorsement.
- C. Experience:
 1. Successful experience as a resource room teacher preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

CENTER-BASE PARAPROFESSIONALS

ROLE AND RESPONSIBILITIES:

The Center-Base Paraprofessionals are under the immediate supervision of the Center-Base Teachers, followed by the Assistant Director and 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 paraprofessional will:

- foster a positive attitude toward each student and the Center-Base program goals;
- determine personal job performance goals;
- use appropriate, positive verbalization and tone for age of student;
- maintain a high level of confidentiality concerning each student and the Center-Base program;
- attend to job tasks during working hours and not personal activities;
- follow behavior management plans, lesson plans and other classroom duties as assigned by Center-Base teacher;
- when unsure of work or tasks assigned ask questions for more direction;
- be aware of support services each child receives and conference with support staff as needed.

Responsibilities:

The Center-Base Paraprofessional's responsibilities include but may not be limited to the following:

- transporting students to and from Center-Base programs as assigned;
- fostering appropriate behavior in the car during transporting;
- communicating with the parents of the transport students;
- relaying and documenting communication with parents of the transport students;
- assuming direct supervision of the Center-Base classroom in the absence of the teacher with the assistance of a substitute paraprofessional;
- participating in teacher/paraprofessional planning time and decision-making;
- utilizing planning time for preparation of student instruction materials;
- reviewing the IEP goals with the Center-Base teacher to facilitate implementation;
- implementing behavior management plans and lesson plans as described;
- providing supervision of the classroom environment and student activities when Center-Base teacher is occupied with other duties;
- implementing physical/occupational therapy activities as necessary for each student;
- sharing lunch room supervision of student behaviors;
- completing clerical tasks as assigned by the center-base teacher;
- attending to students needs and cues for assistance by actively moving from student to student around the classroom.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

EDUCATION SPECIALIST

I. Background Information:

1. The position involves working with NESC member school districts as well as those districts assigned by the Division of Education, Office of Special Education.
2. The individual will be directly accountable to the NESC Director.
3. The individual will follow the procedures and policies established by the Board of Directors.

II. The position holder will designate a total of 10 working days or up to 50% of employer contractual time to participate in the following activities identified by the Office of Special Education (OSE):

1. Conduct informational settlement conferences in response to special education due process hearing requests as designated by the Office of Special Education (OSE).
2. Assist OSE staff in local district or non-public school compliance monitoring as assigned by the OSE. Compliance monitoring includes presite, onsite, and follow-up activities.
3. Conduct onsite monitoring of local districts and other agencies that receive federal project funding, inclusive of written summary reports submitted to the Office of Special Education.
4. As designated by the Office of Special Education, provide technical assistance to local districts and other agencies to assist them in meeting state and federal regulations governing special education.
5. Assist local education agencies in developing Special Education Comprehensive Plans for submission to and approval by the state agency.
6. Assist the Office of Special Education in reviewing local district Special Education Comprehensive Plans.
7. Attend workshops or conferences sponsored by the Office of Special Education, as requested by the Office of Special Education.

III. Qualifications:

A. Education:

B.A. or Master's Degree in Education from an accredited college or university. Preferred course work in special education.

B. Certification:

A South Dakota Teacher's Certificate

C. Experience:

Successful experience as an instructor is preferred.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

TITLE IX COORDINATOR

TITLE IX COORDINATOR:

The Title IX coordinator will monitor the policies and practices regarding the provisions of Educational Services to assure that the recipient is not denied or restricted opportunities on the basis of sex, race/natural origin or disability in the following areas.

- A. Academic requirements
- B. Separate programs for the disabled
- C. Evaluation process/re-evaluation process (Section 504)
- D. Procedural safeguards
- E. Extra-curricular activities
- F. Actual or potential marital parental status
- G. Comparable facilities
- H. Monitor the employability of faculty, so that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, physical and mental disabilities, or marital status in any program, service, or activity for which the school is responsible.

RESPONSIBILITY OF THE TITLE IX COORDINATOR:

- A. The Title IX Coordinator is responsible to the Director.
- B. The Title IX Coordinator has the authority to:
 - 1. Conduct school visits to review schedules, publications, etc. for Title IX recommendations.
 - 2. Enact minor changes.
 - 3. Conduct on-going evaluation
- C. The Title IX Coordinator should be accessible to students, employees and community.
- D. The Title IX Coordinator will coordinate or provide Title IX training for students, employees, administrators and community.
- E. The Title IX Coordinator will be responsible for an objective evaluation and an objective response to requests.
- F. The Title IX Coordinator will be responsible for the administration of the grievance procedure.
- G. The Title IX Coordinator will be responsible for the grievance resolution.
- H. The Title IX Coordinator will be responsible for compliance record keeping.

TITLE IX PERSONAL QUALIFICATIONS:

- A. The Title IX Coordinator will have a willingness to remain current about new legislation, available resources, strategies.
- B. The Title IX Coordinator will have competent knowledge of Title IX regulation.
- C. The Title IX Coordinator will have interpersonal communication skills and competencies appropriate for obtaining the constructive involvement of a variety of persons.
- D. The Title IX Coordinator will possess no conflict of interest because of other assigned responsibilities.
- E. The Title IX Coordinator will have a general knowledge of other Federal and State nondiscrimination laws.
- F. The Title IX Coordinator will have knowledge of internal agency/institutional Title IX grievance procedure.
- G. The Title IX Coordinator will have the ability to design, implement, and monitor compliance activities.
- H. The Title IX Coordinator will have the ability to state a position clearly and assertively in situations of opposition.
- I. The Title IX Coordinator will have the ability to maintain nonjudgmental and nonthreatening behaviors in situations of conflict.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

PHYSICAL THERAPIST

I. Position Title:

Physical Therapist

II. Qualifications:

Must hold or be able to obtain current licensure in South Dakota via South Dakota Physical Therapy Association.

III. Accountable to:

Program Director

IV. Supervises:

Therapy Assistant

V. Basic Function / Purpose of Position:

- A. The Physical Therapist provides physical therapy evaluation for all pupils having possible physical or physically associated problems, identifies such, and recommends solution.
- B. Physical therapy treatment is provided to the pupil as prescribed by a licensed physician when not otherwise feasible or available to the person in the community.

VI. Performance Responsibilities:

- A. Evaluate child referred for possible physical problems and advise referral source of results.
- B. Confer with classroom teacher, physical education teacher, building principal, parent(s) or guardian, school nurse, speech and language clinician, audiologist, school counselor, attending physician, case worker, regarding results of screening or evaluations.
- C. Render physical therapy treatment to any pupil in their own assigned school building as ordered by their attending physician when physical therapy treatment is not otherwise appropriately available to the pupil in the community.
- D. Participate when appropriate in multi-disciplinary assessment team staffing.
- E. Appraise each referral for possible physical problems such as orthopedic, neuromotor, or psychomotor.

- F. Suggest remediation goals and procedures.
- G. Evaluate each referral for possible entrance and placement or dismissal from special services.
- H. Serve as resource to physical education teachers in modifying or adapting physical activities in lesson plans to better meet the physical needs of an individual or of a class.
- I. Counsel with parents where appropriate to seek medical aid from a physician for the pupil or a medical follow-up.
- J. Assist in locating community resources to help families locate needed medical services, equipment, supplies, or find financing when indigent.
- K. Maintain accurate records of observations, treatment, and results in physical therapy.
- L. Recommend or acquire and maintain appropriate equipment or supplies for the classroom teacher used in enhancing normal neuromotor growth and development.
- M. Attend special education staff meetings, or others, when appropriate or as directed by supervisor.
- N. Attend and participate in-building staff meetings on invitation of building principal.

VII. Evaluation:

Performance of this position will be evaluated in accordance with provisions of the board's policy on evaluation for professional personnel. Evaluated by supervisor annually.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

OCCUPATIONAL THERAPIST

I. Position Title:

Occupational Therapist, Registered

II. Qualifications:

B.S. Degree from an approved professional curriculum with successful completion of American Occupational Therapy Association (AOTA) Certification requirements. The Occupational Therapist must maintain current registration with AOTA.

III. Accountable to:

Program Director

IV. Supervises:

Occupational Therapy Assistant

V. Basic Function / Purpose of Position:

To provide occupational therapy service to students in special education programs:

- A. Directly, through individual or group treatment.
- B. Indirectly, by meeting with parents and/or teachers to provide consultation and assistance.

VI. Performance Responsibilities

- A. Self-care activities may also include instruction in the use of adapted equipment, energy conservation, joint protection techniques.
- B. Activities which maintain or increase range of motion and/or muscular strength.
- C. Activities which facilitate integration of developmentally appropriate reflex behavior.
- D. Activities to provide appropriate sensory stimulation.
- E. Activities to promote the development of normal posture and proper positioning techniques.
- F. Evaluate child referred for possible physical problems and advise referral source of results.

- G. Participate when appropriate in multi-disciplinary assessment team staffing.
- H. Suggest remediation goals and procedures.
- I. Evaluate each referral for possible entrance and placement or dismissal from special services.
- J. Serve as resource to classroom teachers in modifying classroom activities in lesson plans to better meet the physical needs of an individual or of a class.
- K. Counsel with parents where appropriate to seek medical aid from a physician for the pupil or a medical follow-up.
- L. Assist in locating community resources to help families locate needed medical services, equipment, supplies, or find financing when indigent.
- M. Maintain accurate records of observations, treatment, and results in occupational therapy.
- N. Recommend or acquire and maintain appropriate equipment or supplies for the classroom teacher used in enhancing normal neuromotor growth and development.
- O. Attend special education staff meetings, or others, when appropriate or as directed by supervisor.
- P. Attend and participate in-building staff meetings on invitation of building principal.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

OCCUPATIONAL THERAPY ASSISTANT

- I. Position Title:
Occupational Therapy Assistant

- II. Qualifications:
Associate of Science Degree from an approved professional curriculum with successful completion of American Occupational Therapy Association (AOTA) Certification requirements. The Certified Occupational Therapist Assistant must maintain current registration with AOTA and maintain current license in South Dakota.

- III. Accountable to:
 - A. Program Director
 - B. Occupational Therapy Supervisor

- IV. Basic Function / Purpose of Position:
To provide occupational therapy services under supervision of registered Occupational Therapist to students in special education programs:
 - A. Directly, through individual or group treatment
 - B. Indirectly, by meeting with parents and/or teachers to provide consultation and assistance.

- V. Performance Responsibilities:
 - A. Self-care activities may also include instruction in the use of adapted equipment, energy conservation, joint protection techniques.
 - B. Activities which maintain or increase range of motion and/or muscular strength.
 - C. Activities which facilitate integration of developmentally appropriate reflex behavior.
 - D. Activities to provide appropriate sensory stimulation.
 - E. Activities to promote the development of normal posture and proper positioning techniques.
 - F. Assist in evaluating children referred for possible physical problems and advise referral source of results.
 - G. Participate when appropriate in multi-disciplinary assessment team staffing.
 - H. Suggest remediation goals and procedures.

- I. Assist in evaluating each referral for possible entrance and placement or dismissal from special services.
- J. Serve as resource to classroom teachers in modifying classroom activities in lesson plans to better meet the physical needs of an individual or of a class.
- K. Counsel with parents where appropriate to seek medical aid from a physician for the pupil or a medical follow-up.
- L. Assist in locating community resources to help families locate needed medical services, equipment, supplies, or find financing when indigent.
- M. Maintain accurate records of observations, treatment, and results in occupational therapy.
- N. Recommend or acquire and maintain appropriate equipment or supplies for the classroom teacher used in enhancing normal neuromotor growth and development.
- O. Attend special education staff meetings, or others, when appropriate or as directed by supervisor.
- P. Attend and participate in-building staff meetings on invitation of building principal.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

TECHNOLOGY COORDINATOR

PROJECT GOAL:

To facilitate the effective use of Technology - equipment and resources - by the NESC Staff and the EXCENT Program for NESC participants.

CONTRACT: 190 days

ORGANIZATIONAL RELATIONSHIP:

1. Accountable to the NESC Director and Assistant Director.
2. Works with NESC Staff and appropriate member district staff using the EXCENT Program.

RESPONSIBILITIES:

1. Conducts an ongoing assessment of NESC Staff technology needs.
2. Develop an ongoing plan of implementation of NESC technology needs.
3. Provides appropriate technology budgeting recommendations.
4. Actively seeks out and makes NESC staff aware of available technology resources.
5. Provides technical assistance to NESC Staff concerning operation and maintenance of hardware and software.
6. Assist staff with locating appropriate resources for equipment repair.
7. Provides technical assistance to NESC and member district staff using EXCENT.
8. Facilitates training of new staff at NESC and member districts who will be using EXCENT.
9. General
 - A. Established positive rapport and working relationship with coworkers and community agencies.
 - B. Works cooperatively with team members to develop and implement technology plans and evaluate the appropriateness of those plans.
 - C. Shares responsibility and offers assistance to coworkers.
 - D. Conveys enthusiasm and caring for students.
 - E. Communicates clearly with students, coworkers and parents.
 - F. Shares appropriate information with supervisors and coworkers.
 - G. Follows NESC policies.
 - H. Maintains confidentiality of students and their families.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

TRANSITION SITE COORDINATOR

PROJECT GOAL:

To facilitate the smooth transition of special needs students from school to adulthood.

CONTRACT: 190 Days

ORGANIZATIONAL RELATIONSHIP:

1. Accountable to the NESC Director and Assistant Director.
2. Works with resource room instructors, self-contained classroom instructors, district administrators, community resources, agencies, and adult service providers.

RESPONSIBILITIES:

1. Facilitate training for Special Education staff relating to transition of students.
2. Facilitate appropriate case management.
3. Is fiscally accountable for project costs under project guidelines and the generally accepted accounting principals of the NESC.
4. Coordinates resources and services among service providers including, but not limited to, Job Services, Vocational Rehabilitation, Career Learning Centers, and Welfare Agencies.
5. Public relations to solicit community support and acceptance of project students.
6. Actively seek job and learning opportunities for project students.
7. Assist with the implementation of job shadowing and job coaching opportunities for project students.
8. Assist project students with independent living which includes seeking housing and learning necessary skills.
9. Create a one-stop-shop for project students to make application for the necessary adult services for employment and independent living.
10. Create and disseminate a transition resource packet for Special Education staff and parents in the implementation of this project.
11. Attend student IEP meetings as practical and necessary to facilitate student transition process.
12. Collect and report data for the evaluation of transition grant.

13. General

- A. Established positive rapport and working relationship with students, coworkers, parents and community agencies.
- B. Works cooperatively with team members to develop and implement transition plans and evaluate the appropriateness of those plans.
- C. Shares responsibility and offers assistance to coworkers.
- D. Conveys enthusiasm and caring for students.
- E. Communicates clearly with students, coworkers and parents.
- F. Shares appropriate information with supervisors and coworkers through documentation of student progress.
- G. Follows NESC policies.
- H. Maintains confidentiality of students and their families.
- I. Maintains IEP records and due process forms.
- J. Participates in training activities, attends project meetings and communicates written and verbal progress.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

SCHOOL NURSE

I. Position Title: School Nurse

II. Qualifications:

Active licensure from the South Dakota Board of Nursing.

Five or more years experience in nursing.

Effective oral and written communication skills, skills in human relations, leadership skills, and health advocate.

III. Accountable to: NESC Director

IV. Performance Responsibilities:

- A. The NESC School Nurse will perform all medical and health related services as required by the Northeast Educational Services Cooperative in compliance with the laws and regulations as set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.
- B. Coordinate and maintain student health records and maintains and assures confidentiality of student information.
- C. Obtain parental and/or guardian authorization for the administration of medications.
- D. Oversee medication administration, treatments, and/or procedures as directed by students' physicians.
- E. Facilitate medication administration training and certification for staff administering medications to Center Base students on a regular basis. The NESC School Nurse will conduct onsite visits to monitor the administration of medications and record maintenance on a minimum of one time per month or more frequently as needed.
- F. Provide technical assistance regarding medications and/or any other medically related issue to NESC staff.
- G. Coordinate the collection of health data necessary for student evaluation and assistance.
- H. Assist in the placement and programming of students in need of health assistance and will attend student meetings as required by the NESC Administration.
- I. Monitor student and staff accidents and assists in development of safety procedures. Examples: wheel chair transfers, lifting techniques, etc.
- J. Make appropriate student referrals to community health agencies, service groups and professionals.
- K. Focus on the prevention of illness, disabilities, and the early detection and correction of health problems.
- L. Develop and insure implementation of medical and/or medication related policies and incorporates current laws and regulations into such policies and practices as are approved by the NESC Administration and in compliance with the laws and regulations

set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.

- M. Monitor legislative activity relating to school health services.
- N. Pursue and participate in professional development opportunities in an effort to provide quality health services.
- O. Provide leadership for planning and conducting health services objectives and education.
- P. Provide professional growth opportunities for staff such as Cardiopulmonary Resuscitation (CPR) training and certification, basic first aid, etc.
- Q. Provide age appropriate health education to Center Base students in conjunction with the Center Base classroom teacher and as approved by the NESC Administration regarding such topics as hygiene, sex education, etc.
- R. Contribute health articles for NESC's newsletters.
- S. Available to assist with preschool screenings.
- T. Provide research assistance to NESC Administration and Staff regarding health related issues.
- U. Maintain an inventory of equipment and supplies needed to provide services to students.
- V. Monitor current rules and regulations regarding the Health Insurance Portability & Accountability Act (HIPAA) as is applicable to NESC Staff.
- W. Perform any other duties as assigned by the NESC Administration in compliance with the laws and regulations as set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
And
REGION 1 – EDUCATION SERVICE AGENCY**

**JOB DESCRIPTION FOR
ESA PROGRAM COORDINATOR**

- I. Background Information:
 1. The position involves working with assigned NESC and Region 1 Education Service Agency Districts.
 2. The position will be a **230 day contract**, the coordinator will be directly accountable to the NESC Director.
 2. The coordinator will follow the procedures and policies established by the Board of Directors.

- II. The responsibilities will involve program development, coordination and NCLB activities.
 1. Assist schools with the development and implementation of School Improvement Plans.
 2. Assist with Professional Development Plans for individual teachers.
 3. Assist with local district needs assessment.
 4. Assist with parent and community involvement.
 5. Provide data driven decision making training that is focused on student achievement.
 6. Provide staff with the knowledge and skills to collaborate.
 7. Facilitate professional development based on needs assessment and data driven decisions.
 8. Provide assistance with curriculum development based on needs assessment, data driven decision making and collaboration.
 9. Provide and participate in inservice activities of NESC and the South Dakota Department of Education.
 10. The person in this position will serve as Service Coordinator for NESC and Region 1 Education Service Agency Curriculum Specialists / NCLB Coordinators. Responsibilities include:
 - A. Assess the needs of Region 1 Education Service Agency concerning curriculum, NCLB and professional development.
 - B. Deploy staff and resources in the most effective and efficient manner.

- C. Encourage and advocate for the development of the professional interests and competencies of individual staff members.
- D. Work with the Director in the planning, implementation, and evaluation of Region 1 Education Service Agency Program.
- E. Organize and conduct staff meetings for the purpose of keeping staff well informed on policies, evaluations of needs of programs, and general issues concerning school improvement.
- F. Participate in Advisory Board and Board of Directors meetings as requested by the Director.

Program Coordination:

- 1. The position will involve working diversely with the school districts, parents, students, and other agencies.
- 2. Serve as a resource person to NESAC and Region 1 Education Service Agency Districts.

III. Qualifications:

- A. Education
 - 1. B.A. or Master's Degree in Education from an accredited college or university.
- B. Certification:
 - 1. A South Dakota Teacher's Certificate
- C. Experience:
 - 1. Successful experience as an instructor is required.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
And
REGION 1 – EDUCATION SERVICE AGENCY**

JOB DESCRIPTION FOR

ESA PERSONNEL

I. Background Information:

1. The position involves working with assigned school districts as well as assisting in other districts on an as needed basis as determined by the Program Coordinator.
2. The position will be a **210 day contract**, the specialist will be directly accountable to the ESA Program Coordinator.
3. The specialist will follow the procedures and policies established by the Board of Directors.
4. Candidates for this position must be highly motivated. Candidates must also be able to work independently as well as take direction.

II. The responsibilities will involve program development, coordination and NCLB activities.

1. Assist schools with the development and implementation of School Improvement Plans.
2. Assist with local district needs assessment.
3. Assist with parent and community involvement.
4. Provide data driven decision making training that is focused on student achievement.
5. Provide district staff with the knowledge and skills to collaborate.
6. Facilitate professional development based on needs assessment and data driven decisions.
7. Provide assistance with curriculum development based on needs assessment, data driven decision making and collaboration.
8. Provide and participate in inservice activities of NESC and the South Dakota Department of Education.
9. Facilitate professional development in the areas of:
 - Curriculum Mapping
 - Using Tech Paths Software
 - Formative Assessment
 - Writing
 - 6 + 1 Writing Traits
 - Step Up To Writing
 - Writing to Win
 - Reading in the Content Areas
 - Instructional Strategies

III. Qualifications:

- A. Education
 1. B.A. or Master's Degree in Education from an accredited college or university.
- B. Certification:
 1. A South Dakota Teacher's Certificate

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
And
REGION 1 – EDUCATION SERVICE AGENCY**

**JOB DESCRIPTION FOR
PROJECT ENRICH FACILITATOR**

- I. Background Information
- A. This position involves working with Region 1 Education Service Agency Districts.
 - B. The position will be a 230 day contract. The facilitator will be directly accountable to the NESC Director.
 - C. The facilitator will follow the policies and procedures established by the NESC Board of Directors.
- II. The responsibilities will involve Project ENRICH program development, coordination, and activities.
- A. Plan and conduct five – six meetings with the Leadership Team each year.
 - B. Collect and analyze data from the annual Needs Assessment for Education Survey from each school and determine the professional development needs that are common and those that are specific to each local school.
 - C. Conduct follow-up needs assessment specific to the region and/or local schools.
 - D. Plan and implement any necessary region wide (and when appropriate) statewide professional development activities that support the local professional development plans.
 - E. Develop a means for communication and dissemination of Project ENRICH information and activities throughout the region including, but not limited to: web page listing upcoming events, key contacts and information about each of the local schools and agencies involved.
 - F. Monitor and provide support for each local school to create and implement a local professional development plan. Emphasis for support will be focused on helping local contacts or trainers serve as coaches and peer mentors in areas of emphasis of the local professional development plans.
 - G. Keep updated and connected with major state professional development initiatives such as Reading First, Math Initiative and others provided by the ESA.
- III. Qualifications
- Job qualifications for the regional facilitator position are:
- A. Bachelors Degree in Special Education with additional training toward and/or including Masters Degree.
 - B. Knowledge and experience with birth to 21 special education services.
 - C. Experience and understanding of the pedagogy of adult learning theory.
 - D. Basic technology skills including basic web page development.
 - E. Excellent communication skills.
 - F. Capacity to travel throughout the state with some overnight travel.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
And
REGION 1 – EDUCATION SERVICE AGENCY**

JOB DESCRIPTION FOR

MATH SPECIALIST

Background Information:

- This position involves working as a Math Specialist with assigned ESA school districts.
- Math Specialist will be directly accountable to the ESA Program Coordinator.
- The Math Specialist will follow the procedures and policies established by the NESC Board of Directors.
- Candidate for this position must be highly motivated. He/She must be able to work independently as well as take direction.
- Candidate must be able to function as part of a team and understand group processes and group dynamics.
- Candidate must possess excellent communication skills.
- Candidate must understand adult learning theory.
- Candidate must be open-minded and possess the ability to look at mathematics instruction and learning with an open-mind
- Candidate must be a frequent user of research as well as a life-long learner who is dedicated to best practices.

Duties and Responsibilities:

Duties will include but not be limited to:

- Attend all SDDOE, CAMSE, and TIE sponsored trainings associated with the Math Specialist position
- Collaborate with SDDOE, CAMSE, and TIE to coordinate and deliver professional development components
- Attend professional development centered on mathematics content, mathematics pedagogy, student mathematical thinking and educational leadership
- Coordinate and disseminate all pertinent information to participating Elementary Math Teacher Leaders and principals.
- Collect, compile, review all written evaluations.
- Support the work of the Elementary Math Teacher Leaders.
- Collect and review planning and reflection guides
- Facilitate school-wide data analysis related to mathematics achievement
- Collect and report data to SDDOE and external evaluator
- Other duties as assigned by the Project Director

Qualifications:

- Master's Degree in Education from an accredited college or university. (Will consider highly qualified applicants with a Bachelor's Degree in Education)
- A minimum of five years experience as a successful classroom teacher
- A valid South Dakota Teacher's Certificate