

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

EDUCATOR

POSITION CODE: 13100  
Effective: 01-01-15

DISTINGUISHING FEATURES OF WORK:

Under general supervision, (a) teaches kindergarten, elementary or secondary school subjects or, (b) teaches High School Equivalency Certificate subjects or, (c) teaches preschool children with intellectual disabilities or, (d) evaluates educational development and learning readiness, and uses professional teaching skills to promote the habilitation, rehabilitation, daily living and prevocational skills of adults with intellectual disabilities; responsible for preparing and maintaining Individual Education Plans (IEP) for assigned students; adapts and revises standard practices or specialized teaching techniques to meet the individual needs of students; plans curriculum and prepares lessons and other materials considering student's individual needs, abilities, learning levels and physical limitations.

Common to all positions in this class is the requirement for professional training in the field of education and possession of a current, valid Professional Educator License<sup>1</sup> (PEL) issued by the Illinois State Board of Education<sup>2</sup> (ISBE) with endorsement appropriate to content area, grade level, and/or instructional area in which an individual is approved to work.

The Educator may provide functional supervision within the classroom to para-professionals, provisional educators and technicians.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Teaches school age children kindergarten, elementary or secondary subjects, or teaches adults in educational or High School Equivalency Certificate subjects; prepares teaching outlines; develops curriculum and Individual Education Plans (IEP's) for assigned students; organizes and conducts daily scheduled classes; devises, adapts and utilizes special methods and curriculum materials to meet the individual student's needs.
2. Conducts initial diagnostic assessment of the academic and motor skill level of new adult residents who have severe intellectual disabilities, using prescribed assessment procedures and tools; evaluates each resident as to his/her educational assets, interprets test of the student's ability and develops a written Individualized Education Plan (IEP) program for each student as part of the habilitation, or rehabilitation program for eventual community and employment placement, utilizing the "least restrictive environment treatment model;" implements educational, readiness/prevocational and daily living training curriculum for students; uses hand-over-hand instruction to enhance fine motor skills and visual language ability of students; uses balance beam exercises to strengthen coordination; uses preworkshop exercises to develop shape and color discrimination skills and the ability to concentrate for longer periods of time; teaches reading, basic arithmetic, social awareness, methods to tell time, money management, positive work attitudes and good grooming.

EDUCATOR (continued)

3. Evaluates each student's learning potential and progress by observing and by administering educational, vocational, diagnostic, and achievement tests; participates in educational staff conferences to determine the IEP for instruction and placement of individual recipients, to gauge the rate and scope of educational progress, to advance academic and vocational knowledge and to increase marketable work skills; counsels students regarding educational and vocational matters.
4. Instructs and directs nonprofessional staff in implementing the classroom educational program and in keeping detailed daily records of the student's progress; evaluates and makes educational program changes as the student progresses.
5. Maintains daily attendance records and advises supervisor of any problems with student attendance; provides documentation of student records on a regular and as needed basis.
6. Requests instructional materials, equipment and teaching aids needed for special education of the students; maintains inventory controls on supplies and instructional materials.
7. Provides in-service training programs for facility staff who provide assistance in implementing Educator prescribed programs of instruction with individual students; attends workshops and professional meetings.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires possession of a current and valid ISBE-issued Professional Educator License with endorsement appropriate to the content area, grade-level, and instructional area in which the individual is approved to work.

Knowledge, Skills and Abilities

Requires ability to communicate with, and instruct, adult students of all levels of competence when assigned.

Requires ability to communicate with, and instruct, students with physical and/or intellectual disabilities.

Requires elementary knowledge of behavior modification principles.

Requires elementary knowledge of and ability to operate a personal computer.

Requires a written and spoken knowledge of a foreign language at a colloquial skill level when necessary to instruct non-English speaking students.

Requires proficiency in manual communications when instructing students who are deaf, hard of hearing or deafblind.

Requires proficiency in Braille when instructing students who are blind, visually impaired, or deafblind.

Requires ability to prepare written documentation related to student performance and education.

EDUCATOR (continued)

Requires ability to relate to students with extreme and profound emotional impairments.

Requires patience and tolerance of a wide range of behavior.

Requires ability to use the English language in preparing and delivering instructions.

Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs, and to guide and to direct facility staff regarding the necessary training and educational development of a student.

Requires ability to maintain effective working relationships with staff, assigned students and parents of assigned children.

May require ability to travel or possession of a valid appropriate driver's license.

<sup>1</sup> **Professional Educator License (PEL):** To obtain this license, individuals must successfully complete an Illinois approved educator preparation program and complete all program and state requirements, including testing, application, and payment of applicable fees; or, submit evidence of completion of an approved program outside of Illinois and completion of all other requirements, to the ISBE. An individual possessing a PEL may teach or work in any appropriately endorsed area.

<sup>2</sup>**The Illinois State Board of Education (ISBE)** is responsible for approving and governing teacher-education programs in the state as directed by statute and carried out through administrative rule. The agency is granted the authority to issue educator licenses and endorsements of proficiency to applicants deemed, after review, to have satisfied requirements.