

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

EDUCATOR-CAREER AND TECHNICAL

POSITION CODE: 13103

EFFECTIVE: 9-1-15

DISTINGUISHING FEATURES OF WORK:

Under general supervision, teaches vocational subject matter theory and information using standard professional educator skills; instructs students in areas of vocational and technical development who are deaf, hard of hearing or visually impaired, some with multiple disabilities; modifies methods according to student needs and abilities to promote the habilitation, rehabilitation, daily living and prevocational skills of students with developmental and/or intellectual disabilities; conducts vocational and educational assessments; prepares and maintains Individualized Education Plans (IEP's) for assigned students; implements individualized vocational programs related to student needs; provides appropriate occupational instruction to develop marketable skills and knowledges to facilitate entry into a vocation; evaluates student progress and prepares reports; proffers individual guidance and instruction to students.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Teaches assigned students vocational subjects; prepares teaching outlines; develops Individualized 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 new students with severe developmental and/or intellectual disabilities, using prescribed assessment procedures and tools; evaluates each student as to his/her educational assets, interprets test of the student's ability and develops a written 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; adapts lesson plans, training materials or supplies to facilitate student IEP's.
3. Observes and evaluates each student's learning potential and progress by administering educational and vocational 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 vocational knowledge and to increase marketable work skills; counsels students regarding vocational practices.
4. Maintains daily attendance records and advises supervisor of any problems with student attendance; provides documentation of student records on a regular and an as-needed basis.

EDUCATOR-CAREER AND TECHNICAL (continued)

5. Requests special instructional materials, equipment and teaching aids needed for education of the students; maintains inventory controls on supplies and instructional materials.
6. 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 to further develop educator skills and knowledge of current and developing issues related to education.
7. 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, valid Educator License with Stipulations issued by ISBE appropriately endorsed for Career Technical Educator and each grade level, content area and instructional area approved and assigned to work.

Knowledges, Skills and Abilities

Requires extensive knowledge of the practices, methods, tools and materials of one of the trades commonly taught in career and technical education.

Requires working knowledge of classroom procedures and methods and techniques of instructing students.

Requires elementary knowledge of and ability to operate a computer.

Requires ability to communicate with, and teach, persons with physical or intellectual disabilities, when assigned.

Requires ability to maintain discipline, safety, and an effective learning environment.

Requires ability to use the tools, materials and equipment associated with the particular trade, and instruct others in the proper, safe and skillful use of same.

Requires ability to successfully complete continuing education requirements mandated by ISBE to maintain current licensure.

Requires ability to prepare reports and evaluate training progress using suitable performance measures.

Requires patience and tolerance with a wide range of behavior.

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

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

In addition to English verbal and written skills, candidates may be required to translate, speak and write a language other than English at a colloquial skill level to perform the duties of the position. Some positions may require candidates to possess specific effective communication skills such as, but not limited to, Braille, sign language or another form of manual communication.