

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

EDUCATOR-CAREER AND TECHNICAL PROVISIONAL

POSITION CODE: 13104

Effective: 9-1-15

DISTINGUISHING FEATURES OF WORK:

Under general supervision, utilizes professional educator skills, methods and techniques to instruct students in specialized practical knowledges, marketable work skills and traditional classroom academics to gain entry into career technical vocations or trades; employs standard and special methods and techniques to teach students, some of whom may be deaf, hard of hearing, visually impaired or concomitantly impaired, to develop occupational skills in specific vocations or trades; adapts or modifies instruction materials and methods to meet student needs; prepares Individualized Education Plans (IEP's) and implements lesson plans to provide a systematic, progressive course of instruction; maintains classroom discipline while encouraging positive personal development; evaluates student progress, preparing individual reports and maintaining program records; works toward attainment of the Illinois State Board of Education (ISBE)-issued Career and Technical Educator endorsement.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Coordinates classroom learning environment with work experience to teach practical job skills and knowledges to assigned students who are deaf, hard of hearing or visually impaired, some with multiple disabilities; meets specific individual needs of students by modifying and using special curriculum materials, teaching methods and techniques.
2. Develops and directs IEP's of assigned designated students; gathers and organizes lesson plan materials to meet IEP requirements; assists in identifying, developing and writing IEP objectives; implements lesson plan instruction and learning activities to meet objectives; plans and conducts IEP reviews and conferences, completes case study reports and takes part in transitional meetings.
3. Provides classroom direction and management; maintains cumulative achievement records, including grade book and attendance; keeps detailed reports and monitors the progress and abilities of each student; advises supervisor of any student attendance or behavioral issues.
4. Counsels and guides individual students on educational, vocational, and occupational subject matter, practices, and problem-solving to enhance understanding of assignments and development of skills; offers encouragement to all students to promote positive self perceptions and learning attitudes.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

EDUCATOR-CAREER AND TECHNICAL PROVISIONAL (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires possession of a current, valid Educator License with Stipulations (ELS) issued by ISBE, endorsed for Provisional Career and Technical Educator* and endorsement appropriate to grade level, content area and instructional area approved and assigned to work.

Knowledge, Skills and Abilities

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

Requires elementary knowledge of and ability to operate a computer.

Requires ability to provide an effective learning environment by maintaining necessary discipline and following established safety guidelines and procedures.

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

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

Requires ability to satisfy current requirements mandated by ISBE for license and endorsement(s) renewal, if applicable.

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.

**The Provisional Career and Technical Educator endorsement on an Educator License with Stipulations issued by ISBE is valid for a length of five (5) years. It is eligible for renewal once only, subject to ISBE-mandated requirements, for five (5) additional years. Total maximum length and life of the Provisional endorsement is ten (10) years.*