

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

EDUCATOR AIDE

POSITION CODE: 13130
Effective: 07/01/2006

DISTINGUISHING FEATURES OF WORK:

Under general supervision, subject to the regular work guidance and direction of one or more Educators, provides educational support to individuals or small groups of students in specified instructional areas such as math, reading, language arts; motivates, drills, questions and reviews with students the materials assigned by the Educator; prepares and collects Educator requested materials for specified classes; assists the Educator in evaluating student's progress by observing and keeping records; assists the Educator in maintaining supervision of the class.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists Educators in observing and recognizing social-educational progress of the student; works one-on-one with individual students and with small groups of students in Educator specified instructional areas; encourages students' positive motivation and action; observes the students' action, compiles data and discusses these observations with the Educator in charge.
2. Grades papers and examinations; assists in collecting and preparing instructional aids and materials; operates audio-visual projection and production equipment as needed.
3. Accompanies the Educator on field trips; assists with trip arrangements, preparation of class for the experience and student supervision during the field trip; recommends follow-up activities.
4. Assists the Educator in maintaining and keeping accurate student records, student schedules and other necessary student information.
5. Supervises the learning center, library or classroom for short time periods during Educator's absence when assigned to do so.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

EDUCATOR AIDE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a valid Illinois State Board of Education (ISBE) certificate of approval as a teacher aide. The Educator Aide class consists of two qualification standards:

Option A

Requires a valid ISBE certificate of approval indicating “State-approved” teacher aide. This Option is designed for programs with funding sources other than Title I, Part A of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (NCLB).

Option B

Requires a valid ISBE certificate of approval indicating “State- and NCLB-approved” teacher aide. This Option is designed for programs supported in whole or in part by federal funds as indicated in Title I, Part A of NCLB.

Knowledges, Skills and Abilities

Requires working knowledge of classroom procedures and how to instruct students.

Requires elementary knowledge of problems and behavior of students who have disabilities or impairments.

Requires elementary knowledge of how to motivate underachievers.

Requires ability to prepare accurate records and reports on students' achievements and accomplishments.

Requires ability to follow oral and written instructions.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.