

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VETERANS EDUCATIONAL SPECIALIST I

POSITION CODE: 47681
Effective: 12-16-75

DISTINGUISHING FEATURES OF WORK:

Under direction, assists higher level Veterans Educational Specialist in the approval and supervision of all educational institutions, apprenticeship and other on-the-job training establishments for the State of Illinois; responsible for survey visitations to all active nonaccredited educational institutions, all active apprenticeship and other on-the-job training establishments ensuring that the original standards for approval are maintained.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in an educational program with assistant status to a qualified and full-time Veterans Educational Specialist II or III charged with an area of specialization or state regional activities.
2. Establishes and maintains field contacts or authority to establish or circumvent established policies, procedures, methods or work which currently exists for the employing program.
3. May independently make contacts with a school's project coordinator, a principal, a superintendent of a local educational agency or a superintendent of an educational service region that are controlled and evaluated by program administrators or independent advisors.
4. Visits approved institutions and training establishments, ensuring that the original standards for approval are maintained.
5. Advises schools and veterans on matters of Veterans' Administration policy.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

VETERANS EDUCATIONAL SPECIALIST I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with a bachelor's degree preferably in education from an accredited educational institution.

Requires one year professional experience in educational administration such as participation in curricula development or administrative processes related to education programs.

Knowledges, Skills, and Abilities

Requires extensive knowledge of all criteria appropriate to the area of employment.

Requires extensive knowledge of benefits available through the Veterans Administration policies and procedures.

Requires extensive knowledge of the policies and procedures of the Illinois Veteran's Commission.

Requires working knowledge of the administrative reporting process.

Requires working knowledge of the program area for meeting deadlines as established by the existing State Program Plan.

Requires ability to monitor allowable limits for education and training.

Requires ability to prepare and evaluate visitation reports that describe the condition of the visitation for approval.

Requires ability to offer assistance to solve problems encountered by veterans and the school.

Requires ability to advise schools of program deficiencies that they must correct before being acceptable for training of Veterans.

Requires ability to maintain satisfactory working relationships with other employees, outside agencies and the public.