

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

VETERANS EDUCATIONAL SPECIALIST III

POSITION CODE: 47683
Effective: 12-16-75

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, performs discretionary decision-making in approving new and unique programs of education, etc., in institutions, apprenticeship and training establishments for the State of Illinois; acts as an advisor to the veteran and school officials; responsible for reviewing work of subordinates for appropriateness and accuracy.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Makes decisions in approving new or noval educational programs that require extensive interpretations of program guidelines and policies.
2. Responsible for the establishment and maintenance of extensive field contacts to meet the standards as required by the federal law and the Veterans' Administration regulations.
3. Supervises the work and visits of subordinates in reviewing existing accredited and nonaccredited educational institutions and training establishments to ensure that the original standards for approval are maintained to improve the quality of their educational programs.
4. Advisor to veterans or school officials in any problems surrounding a veteran and his education under the G.I. Bill.
5. Responsible for the reviewing of work of subordinates.
6. Attends staff meetings, answers correspondence, meets with clientele groups.
7. Advises the director on areas of concern.
8. Responsible for training of newly-hired Veterans Educational Specialists under supervision of the chief administrator.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

VETERANS EDUCATIONAL SPECIALIST III (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

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

Requires three years progressively responsible professional experience in an educational program to render assistance to local program administrators to formulate, document and administer a program related to a specialized program area.

Knowledges, Skills, and Abilities

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

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

Requires thorough knowledge of the policies and procedures of the Illinois Veterans' Commission.

Requires extensive knowledge of the program area to be an active participant in district or regional workshops.

Requires ability to monitor allowable limits for education and training.

Requires ability to communicate clearly with all contacts in the field.

Requires ability to provide orientation and training for newly hired program personnel.

Requires ability to participate as an examiner or investigator of a recognition visitation group.

Requires ability to independently construct and present conclusive reports with clarity and precision in written form.

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