

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

SCHOOL BUSINESS DIRECTOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional supervisory positions located within the Department of Public Instruction which function as the Business Director for the Wisconsin School for the Deaf or the Wisconsin School for the Visually Handicapped. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses the professional supervisory positions located within the Department of Public Instruction which function as the Business Director for the Wisconsin School for the Deaf or the Wisconsin School for the Visually Handicapped. The positions allocated to this classification supervise the schools' budget, fiscal control measures and operating policies for management and support services programs; supervises all management and support services programs, including the business office, payroll, security, personnel, physical plan, buildings and grounds maintenance, and household and food service programs; and meets the statutory definition of supervisory as defined in Wis. Stats. 111.81(19). The position in this classification is also responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Public Instruction or positions which do not function as the Business Director for the School for the Deaf or the School for the Visually Handicapped.
2. Positions which do not meet the statutory definition of supervisory as defined in Wis. Stats. 111.81(19).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

SCHOOL BUSINESS DIRECTOR

The positions allocated to this classification function as the Business Director for either the Wisconsin School for the Deaf or the Wisconsin School for the Visually Handicapped. These positions supervise and direct the schools' budget, fiscal control measure, and operating policy for management and support services programs; and supervises the business office, budget, fiscal operations, personnel, payroll, food service, buildings and grounds maintenance, physical plant, security, custodial, laundry and food service programs.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was originally created in 1994 and identified a position which supervised the business functions at the two DPI schools. In August of 1996 the DPI determined the need to have a business manager at each school making necessary a change in the pay range assignment and a modification of the classification specification. Announcement of this revision appeared in Bulletin CC/SC-56.

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