

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
ASSISTANT DEAN OF STUDENTS**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions located within the Department of Public Instruction, Division for Learning Support. Positions allocated to this classification assign, direct, and evaluate work of Child Care Counselors and others as delegated, within the Wisconsin School for the Deaf and the Wisconsin School for the Blind and Visually Impaired. 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.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions located within the Wisconsin School for the Deaf and the Wisconsin School for the Blind and Visually Impaired. For a majority of the time, the positions are responsible for the residential behavioral and social living programs and provide first-line supervision of paraprofessional staff, and others as delegated. Positions recommend hiring, transfer, suspension, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees. These positions report to the Dean of Students who has ultimate responsibility for the development, implementation, and evaluation of the residential behavioral and social living programs as well as supervision of professional level staff. Positions allocated to this classification must meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that do not meet the statutory definition(s) of professional and supervisor as defined in s. 111.81(15) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions that supervise professional level staff (nurses, psychological associates, psychological services assistants, teachers) a majority of the time at the Wisconsin School for the Deaf or Wisconsin School for the Blind and Visually Impaired.
3. Positions that supervise employees at institutions other than the Wisconsin School for the Deaf or the Wisconsin School for the Blind and Visually Impaired.
4. Positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

ASSISTANT DEAN OF STUDENTS

Positions in this classification are responsible for providing supervision for the residential behavioral and social living programs on the assigned campus, the supervision of Child Care Counselors, and overseeing the implementation of the students' after school activities at the Wisconsin School for the Deaf or the Wisconsin School for the Blind and Visually Impaired. Positions work closely with the Dean of Students in a variety of capacities, including: developing dormitory policies and procedures; providing orientation, training, and continuing learning experience to assigned personnel; producing and posting work schedules, monitoring sick leave, vacation, and other leave types; ensuring safe and appropriate supervision of children following policies and procedures and in conformance with behavior management and social living program guidelines; documenting activities of staff and students; purchasing of supplies and processing of work orders to ensure safe conditions within the dormitory; and preparing reports as necessary. These positions report to the Dean of Students.

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. Positions at the Wisconsin School for the Deaf require American Sign Language (ASL) skills of 2+ upon appointment and ASL skills of 3 by completion of the probationary period. ASL skills are measured by the American Sign Language Proficiency Index (ASLPI).

IV. ADMINISTRATIVE INFORMATION

This classification was created effective January 27, 2013, and announced in Bulletin OSER-0320-MRS/SC at the request of the Department of Public Instruction to identify those positions that function as assistant deans at the Wisconsin School for the Deaf and the Wisconsin School for the Blind and Visually Impaired.