

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EDUCATION DIRECTOR

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 professional supervisory positions directing educational programs at the Department of Corrections, Department of Public Instruction or the Department of Health and Family Services. 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 to facilitate the assignment of positions to the appropriate classification 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.

B. Inclusions

The positions in this classification are professional supervisory positions responsible for the administration of formal educational programs in state-operated facilities. Positions plan, develop, implement, evaluate and direct offender or patient/student education programs. These education programs may include: basic academic skills, vocational/technological education, secondary and/or post-secondary education, special education, library services programs, multidisciplinary treatment, vocational/industrial training, leisure time activities, recreation and community living. Positions are responsible for administering, coordinating, implementing and evaluating the education program and supervising professional staff in the delivery of educational services. Positions in this classification meet the statutory definition of supervisor in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

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

2. Positions that are, for a majority of the time, engaged in the direct delivery of academic, vocational or industrial instruction to offenders or patients and are more appropriately classified as Teachers.
3. Positions that are, for a majority of the time, engaged in the supervision and administration of a major educational component of the comprehensive institutional or agency educational program and are more appropriately classified as Teacher Supervisors.
4. Position that are, for a majority of the time, engaged in the development and administration of a comprehensive offender educational program in a juvenile correctional institution and are more appropriately classified as Juvenile Education Director.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

EDUCATION DIRECTOR

Positions plan and develop the education program and program component, administer and supervise the implementation of the educational goals and objectives; evaluate the education program and program components to assess changing needs and the effectiveness of the programs; maintain liaison with appropriate agencies and groups; maintain all necessary education records; ensure compliance of the educational program with established laws, rules, policies and management directives; supervise professional and paraprofessional education and program support staff; procure and maintain adequate inventory of books, equipment and materials for education programs; participate in institution administrative activities; and implement the Affirmative Action/Equal Employment Opportunity plan in respective areas.

Specific allocations in this classification are responsible for:

- (1) developing and administering the institution education program in adult correctional institutions of the Department of Corrections; or
- (2) providing statewide leadership and direction for all educational programming and curriculum development for adult educational programs throughout the Department of Corrections in cooperation with the Department of Public Instruction and the Wisconsin Technical College System; providing education program analysis; program and staff evaluation, staff development and training; or
- (3) overseeing the development and implementation of outreach services within the Department of Public Instruction to local educational agencies, parents, teachers, and students who are blind or visually impaired or deaf, hard of hearing, or deaf and blind; or

- (4) providing educational oversight services at institutions within the Department of Health and Family Services. The institution education programs may include basic academic skills education, secondary education, post-secondary education, vocational/technological education, special education, library services, vocational/industrial training, leisure time activities, recreation and community living.

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.

SPECIAL REQUIREMENT: Possession of or eligibility for certification as an Administrator by the State Department of Public Instruction or eligibility for certification as an Instructional Administrator by the Wisconsin Technical College System.

IV. ADMINISTRATIVE INFORMATION

This classification was modified effective March 12, 2000 to accommodate implementation of the expansion of the broadband pay structure and announced in Bulletin CLR/SC-109. This modification was the result of removing positions performing education direction in juvenile institutions. These positions are classified as Juvenile Education Director effective March 12, 2000 and announced in Bulletin CLR/SC-109.

This classification was modified effective September 3, 2006 and announced Bulletin OSER-0136-MRS/SC to include an additional allocation for a position within the DOC Central Office and to clarify existing positions within DPI and DHFS.

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