

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

JUVENILE EDUCATION 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 and management education positions in juvenile correctional institutions of the Department of Corrections. 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 and managerial education positions in juvenile correctional institutions of the Department of Corrections. These positions develop and administer a comprehensive juvenile offender education program in basic academic skills, vocational/technological education, secondary and/or post-secondary education, special education and/or career exploration/pre-employment education and associated supportive services in a juvenile correctional institution. Positions are responsible for administering, coordinating, implementing and evaluating the institution education program and supervising professional teaching staff in the delivery of educational services.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of supervisor and management in s. 111.81(19) and (13), Wis. Stats. as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are, for a majority of the time, engaged in the direct delivery of academic, vocational or industrial instruction to offenders and are more appropriately classified as Teachers.
3. Positions which are, for a majority of the time, engaged in the supervision and administration of a major educational component of the comprehensive institutional education program and are more appropriately classified as Teacher Supervisors.
4. Position which are, for a majority of the time, engaged in the development and administration of a comprehensive offender educational program in an adult correctional institution and are more appropriately classified as 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

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Positions in this classification develop and administer the institutional offender education program in a juvenile correctional institution in the Department of Corrections. The institution education program may include basic academic skills education, secondary education, post-secondary education, vocational/technological education, special education and/or career exploration/pre-employment education.

Positions plan and develop the education program and program components, administer and supervise the implementation of the educational goals and objectives; evaluate the education program and program components to assess changing student 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 AA/EEO plan in respective areas. Work is performed under the management direction of the Institution Superintendent or Deputy Institution Superintendent.

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.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 to accommodate implementation of the expansion of the broadband pay structure and announced in Bulletin CLR/SC-109. This classification was created as a result of the separation of the former Education Director classification into the Juvenile Education Director and Education Director classes.

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