

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EDUCATION PROGRAM COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional Education Program Coordinator positions. 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 positions 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 of 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

These positions function as team leaders for statewide educational programs and are located within the Department of Public Instruction. The primary emphasis of these positions involves coordination, administration and review, and/or the development of new educational guidelines, methods and program directions. These positions do not have supervisory responsibilities. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor, management and/or confidential as defined in s. 111.81 (19), (13) or (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of time (more than 50%), function as consultants in education in a particular curriculum area and are more appropriately classified as Education Consultant.

3. Positions that, for a majority of time (more than 50%), function as consultants in education in a particular administrative area and are more appropriately classified as School Administration Consultant.
4. Positions that, for majority of time (more than 50%), are responsible for performing coordinative and analytical work in education for the Department of Public Instruction and are more appropriately classified as Education Specialist.
5. Positions that, for a majority of time (more than 50%), are responsible for analyzing competency-based testing or providing direct services to families and are more appropriately classified as Education Program Specialist.
6. Positions which are not located within the Department of Public Instruction.
7. All other positions that are more appropriately identified by another classification.

D. Entrance Into this Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

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Positions allocated to this class function as team leaders without supervisory responsibility for programs serving economically disadvantaged and minority students. The primary emphasis is on coordination, administration and review and/or for the development of new educational guidelines, methods and program directions. Positions normally serve as team leaders with responsibility for the coordination of a statewide educational program and may also have several professional employees on their teams working in a variety of subject areas. Decisions made are occasionally considered to be among the most complex program decisions made in the program area but normally do not significantly impact programs of teams in other divisions of the agency. Positions in this class can lead Education Specialists and office support staff. Work is performed under general supervision.

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 originally was created as a series on January 22, 1995 to implement a major reorganization within the Department of Public Instruction (see Bulletin CC/SC-37). Positions allocated to Education Program Coordinator 1, 2 and 3 formerly functioned as Section Chiefs with full supervisory responsibilities. Under the new structure (which emphasized floating teams rather than a fixed subordinate units), these positions functioned as management's team representatives. As such, this series was originally allocated to the non-represented, managerial unit based on projected responsibilities for the formulation, determination and implementation of management policies. Within six months it became apparent that the management responsibilities were diminutive and therefore these positions were more correctly allocated to the Professional Education bargaining unit. This classification specification was

modified to remove management responsibilities, but retain team leadership (see Bulletin CC/SC-43). This classification was created by collapsing the Education Program Coordinator 1 and 2 levels into a single classification. The creation was effective April 9, 2000 and announced in Bulletin CLR/SC-110. Positions in this classification were previously classified as Education Program Coordinator 1 or 2 which was also abolished effective April 9, 2000 and announced in Bulletin CLR/SC-110. This specification was modified effective September 2, 2007, and announced in Bulletin OSER-0170-MRS/SC as a result of the Education Professional Personnel Management Survey.

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