

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EDUCATION CONSULTANT

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 positions within the Education Consultant classification. 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 professional positions working with curriculum, instruction, pedagogy, and testing and evaluation tools. In addition, these positions provide leadership, consultation, technical assistance, and related services, on a statewide basis, to professionals in public and private schools, secondary and post-secondary institutions, the Wisconsin Technical College System (WTCS), and academies providing certified law enforcement training and additional on-line training for law enforcement. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

1. Positions that meet the statutory definitions of management and/or supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. 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.

3. Positions that, for a majority of time (more than 50%), provide consulting and technical assistance to professionals in the field of libraries, library systems, and the provision of library services and are more appropriately classified as Library Consultant.
4. 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.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

This is professional work providing leadership, consulting, technical assistance and related services, on a statewide basis, in the field of education. Employees at this class level function as experts in an area of specialization, listed below, evaluating and preparing recommendations for ongoing and proposed programs of instruction and transition. This entails the provision of consultation, leadership, and program coordination, to local education agencies (LEAs) instructional staff and district administrators, local education boards, Cooperative Educational Service Agency (CESA) staff and administrators, and teacher training institution professionals.

Positions at the Department of Justice work with advisory committees to develop basic law enforcement, jail officer, secure detention officer, tribal law enforcement, and law enforcement career development training as well as to develop testing and evaluation instruments for approval by the Wisconsin Law Enforcement Standards Board (LESB). Positions at the Wisconsin Department of Veterans Affairs, designated the "State Approving Agency" (SAA) by contract with the U.S. Department of Veterans Affairs, approve programs of education and inspect, approve, and monitor participating educational institutions.

The work is performed independently, subject to administrative approval, and includes initiating and developing comprehensive educational programs and effectively recommending, and implementing educational policy guidelines and standards to ensure compliance with state and federal guidelines. The duties and responsibilities of employees in this class are performed under general supervision. These positions require specialized knowledge of education programs that is typically gained from advanced study in specific areas of education.

Areas of Specialization Include:

- 1) Academic, vocational, or adult education subjects (mathematics, Wisconsin state/local history, English/Language Arts, or similar subject areas).
- 2) Student and/or staff services on a statewide basis (social work, psychology, audiology, prevention education, or related services).
- 3) Special and exceptional education programs (the mentally or emotionally challenged, gifted and talented, or comparable educational programs serving students with special needs).
- 4) Vocational curriculum research and development.
- 5) Law enforcement curriculum development and/or testing and evaluation.

- 6) Post-secondary and secondary curriculum related to veteran's transitional services and educational programs.
- 7) Youth Programs under Title 1 of the Workforce Investment Act.
- 8) Comparable educational specialty areas.

Examples of Work Performed:

- Assist district educators in determining the scope and the type of courses in the area of specialization to be offered within the district to insure integration with other course offerings and that student needs are met.
- Review and evaluate all projects in the area of specialization; observe teachers; review teaching methods, physical facilities, instructional materials, and the quality of education, and make recommendations to the district or the Law Enforcement Standards Board (LESB) concerning changes and improvements.
- Plan, develop and deliver training programs for school instructional and administrative staff through workshops, in-services, state-called meetings, conferences and individual instruction to promote and improve program offerings in the specialized educational area.
- Coordinate, plan, formulate, approve, and assist in the development of standards for curriculum and teacher and program evaluation in the specialized field.
- Review literature for new concepts pertaining to the field and provide local administrators, teachers or the LESB with information related to best practices, research and new developments in education.
- Serve as a member of various committees as a representative of the agency.
- Provide leadership and coordinate activities of other team members related to a specific program area.
- Publish in recognized professional journals or public information sources in the area of specialization to inform district educators about new educational practices and concepts.
- Assist in department and statewide surveillance and evaluation efforts aimed at monitoring youth violence and aggression patterns, the impact of violence prevention efforts.
- Work with advisory committees, that may include WTCS staff, service academy staff, training directors, law enforcement personnel, to develop curriculum, testing and evaluation instruments.
- Use instructional technology such as the Worldwide Instructional Design System (WIDS) to assist in developing curriculum.
- Have published on the Wisconsin Law Enforcement Network (WILENET) on-line instructional materials, curriculum and testing tools for use by law enforcement personnel.
- Create videos and CD's for instructors, trainers and schools.
- Conduct policy analysis, develop recommendations, and provide technical assistance to implement and ensure effective ongoing operations and continuous improvement of workforce development services to youth.
- Promote and communicate to students and technical college staff accurate and comprehensive information on opportunities for transferring technical college credit to the University of Wisconsin or other higher education institutions.

Representative Positions:

Department of Public Instruction - Social Studies Consultant: Provide state level leadership, supervision and consultation for social studies education in the disciplines of history, geography, economics, political and behavioral sciences. Provide leadership in the development of curriculum, instructional methods and assessment. Provide consultation and leadership in raising student achievement, evaluation of school programs, providing citizenship and service learning experiences, and personal finance education.

Department of Public Instruction - School Counseling Consultant: Provide statewide leadership, consultation and technical assistance to Local Education Agencies (LEAs) for initiatives related to comprehensive school counseling programs and collaborative pupil services. Assist in the implementation of federal, state and local school policies. Provide leadership in the evaluation and implementation of educational programs for school counseling and licensing school counseling staff.

Department of Public Instruction - Technology and Engineering Education Consultant: Provide statewide leadership, supervision, coordination, and consultation related to the improvement of elementary- and secondary-technology and engineering education and contemporary career and technical education programs. This includes the development, implementation, and evaluation of curriculum and student assessment; in-service and pre-service professional development for educators; DPI liaison with related state agencies and associations; program improvement policy and “best practices” development; provision of direct consultation to local school districts and teacher training institutions; monitoring of Career and Technical education programs, civil rights compliance, and implementation of both state and federal laws/regulations affecting career and technical education and education for employment.

Department of Public Instruction - Special Education Learning Disabilities Consultant: Provide leadership, consultation and technical assistance to Local Education Agencies (LEAs) related to implementation of programming for students with specific learning disabilities. Review and approve special education plans. Participate in the establishment and implementation of special education standards, policies and procedures. Monitor compliance with state and federal special education requirements.

Department of Public Instruction - Standards Based Assessment Consultant: Provide leadership, consultation and technical assistance in the understanding, analysis and use of standards based assessment data. Assist school staff in the use of data to modify curriculum to improve student achievement. Provide technical assistance to schools not making adequate yearly progress under the No Child Left Behind Act (NCLB). Analyze data from standards based assessments and develop documentation, guides and interpretive documents for using test results in school improvement. Provide leadership in the development and implementation of school and/or district improvement plans. Provide technical assistance in the use of assessment results from the Wisconsin Student Assessment System (WSAS) and Wisconsin Information Network of Successful Schools (WINSS) school improvement tools.

Department of Public Instruction - Teacher Education and Licensing Consultant: Provide statewide leadership and consultation in the preparation and licensing of educators with emphasis on administrators and pupil services and at early through middle childhood and early adolescence levels. Coordinate review and approval of graduate or undergraduate educator preparation programs to assure compliance with Wisconsin Administrative Code requirements. Coordinate onsite program approval reviews and prepare reports. Evaluate initial and continuing professional development programs for educators. Review and recommend for approval new programs and program revisions developed for teacher education by institutions of higher education.

Wisconsin Technical College System - General Education and Transfer Consultant: Provide statewide educational program leadership for General Education and Transfer. Coordinate initiatives and comprehensive educational course, program and service development consistent with WTCS policy guidelines and standards that effectively accomplish the objectives of the Wisconsin Technical College System Strategic Plan. Consult with districts and statewide key stakeholders in the areas of General Education and Transfer. Provide leadership or support in the development of State Board or System Office educational initiatives and policy positions. Using contacts related to General Education and Transfer, communicate and develop support for State Board or System Office positions. Administer Federal and State Grants including review, approval and monitoring activities.

Wisconsin Technical College System - Business, Marketing and Information Technology

Consultant: Provide statewide educational program leadership for Business, Marketing and Information Technology. Develop, implement, maintain and evaluate programs and curricula related to the assigned occupational and/or collegiate transfer programs. Consult with districts and statewide key stakeholders in Business, Marketing and Information Technology. Provide leadership or support in the development of State Board or System Office educational initiatives and policy positions. Using contacts related to Business, Marketing and Information Technology communicate and develop support for State Board or System Office positions. Administer Federal and State Grants including review, approval and monitoring activities.

Wisconsin Technical College System - Performance Measurement Consultant:

Provide expertise in evaluating and referring evaluation data for management and policy decisions. Provide leadership and direction in instructional and service area evaluations and analysis of evaluation results and in incorporating quality concepts and processes into evaluation activities. Coordinate with education consultants to effectively utilize results in program planning, needs assessment, program implementation and discontinuance. Provide consultation to districts to evaluate programs and services including development and implementation of procedures and instruments.

Wisconsin Technical College System - Tech Prep and Transfer Information Consultant:

Provide statewide leadership in the area of School-to-Work, including the Tech Prep program, and transfer student services. Administer the Carl D. Perkins Act Title II Tech Prep program grant. School-to-Work responsibilities include establishing and maintaining partnerships to improve School-to-Work programming; facilitating the development of articulated curricula; working with the Department of Public Instruction to help establish career clusters; and producing performance reports related to the high school to technical college transition. Provide statewide leadership on student services issues related to collegiate transfer, particularly the promotion and communication to students and technical college staff of accurate and comprehensive information on opportunities for transferring technical college credit to the University of Wisconsin or other higher education institutions.

Department of Justice:

Work with and facilitate advisory committees to develop curriculum for basic law enforcement, jail officer, secure detention officers, tribal law enforcement and/or law enforcement career development training including first-line supervision and leadership skills. Use instructional technology to create competencies, learning objectives, performance standards criteria, performance assessment tools, teaching plans and syllabus.

Department of Justice:

Work with and facilitate advisory committees to develop testing and evaluation instruments for core curriculum subjects for basic law enforcement, jail officers, secure detention officers, tribal law enforcement, and career development for law enforcement for approval by the Wisconsin Law Enforcement Standards Board. Identify education and training objectives and develop testing modalities such as traditional written cognitive tests, performance based psychomotor skills testing and multiple competency performance assessments in simulations.

Department of Veteran Affairs:

Provide statewide consultation, leadership and program coordination to post-secondary and secondary institutions for the development, maintenance and evaluation of educational systems designed to offer educational and transitional programs for veterans. Initiate and assist with the development of comprehensive educational programs offered for veterans, assess and approve the quality of the instructional programs, and recommend educational policy guidelines and standards to ensure compliance with state and federal laws. These positions have a special educational requirement to comply with the federal contract provisions.

Wisconsin Historical Society – Director Office of School Services: Manages and administers the programs and support functions of the Office of School Services within the Wisconsin Historical Society. Provides direct program services statewide to public and private schools, at the elementary, middle and high school levels. Assumes primary responsibility for the creation of instructional materials for use in classrooms dealing with Wisconsin state and local history; initiates teacher training opportunities in the methods of researching and presenting Wisconsin state and local history; and develops a network of educators interested in using Wisconsin state and local history with students. Works with various organizations and groups throughout the state to ensure the production of effective instructional materials and training programs and promotes the use of these materials and training programs in teaching state and local history in Wisconsin.

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 created effective February 1981 and revised in May of 2005. 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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