

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PUBLIC INSTRUCTION SUPERVISOR

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 Public Instruction Supervisor 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 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

Positions within this classification function as professional unit supervisors with responsibility to coordinate, administer, and review statewide educational programs within the Department of Public Instruction. These positions perform program planning, provide policy and procedure input and development, assist the Team Director in budget development, and supervise professional staff within their respective program areas. 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., and effectively recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate staff.

C. Exclusions

Excluded from this classification 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 function, for a majority of time (more than 50%), as managers for statewide educational programs and function as a team director or an assistant team director with decision-making authority that may impact other teams or bureaus and are more appropriately classified as Education Administrative Director.

3. Positions responsible for the administration of formal educational programs, for a majority of time (more than 50%), in state-operated facilities and are more appropriately classified as Education Director.
4. Positions located in the Department of Public Instruction that, for a majority of time (more than 50%), function as team leaders for statewide educational programs where the primary emphasis involves coordination, administration and review, and/or the development of new educational guidelines, methods and program directions. These positions do not have supervisory responsibilities and are more appropriately classified as Education Program Coordinator.
5. Positions not located within the Department of Public Instruction.
6. All positions not responsible for supervising a statewide educational program(s).
7. Supervisory positions involved in non-professional functions for a majority of the time.
8. 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

### PUBLIC INSTRUCTION SUPERVISOR

Positions allocated to this classification function as unit supervisors of programs in which the primary emphasis is on supervision, coordination, administration, and review. Positions work directly with a team director in carrying out the goals and mission of the team, division and department and may be responsible for the development of new educational guidelines, methods, and program directions in addition to the coordination, administration and review of existing programs. They are responsible for program planning, policy and procedure input, providing assistance to the Team Director in budget development, and supervision of staff within their respective program areas. Positions supervise several subordinate professional employees working in a variety of subject areas. Decisions made by these positions are considered to be among the most complex program decisions made in the respective program area. Decisions normally do not significantly affect programs of other teams within the agency. Positions work closely with school districts, federal agencies and community organizations to deliver programs that comply with state and federal guidelines and regulations. Positions may function as supervisors of units such as School or Community Nutrition Programs, economically disadvantaged and minority student programs, or comparable.

## 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 13, 2000 and announced in Bulletin CC/SC-108 to describe positions which function as unit supervisors over one or more educational program areas in the Department of Public Instruction. This classification 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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