

Effective Date: October 13, 1996

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

DEAN OF STUDENTS

I. INTRODUCTION

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 positions located within the Department of Public Instruction. 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.

II. DEFINITION

DEAN OF STUDENTS

The positions allocated to this classification function as the Dean of Students at the Department of Public Instruction's residence institutions, the Wisconsin School for the Visually Handicapped and the Wisconsin School for the Deaf. They are responsible for administering and supervising the comprehensive Residential Living Program designed to meet the needs of resident students at the institutions. The Residence Living Program includes social education, guidance counseling, personal care, and safety designed to assist the student in developing daily skills and emotional stability. Incumbents work closely with the education department at each school to ensure continuity of learning. In addition, these positions participate in out-of-school instruction and guidance of students through the institution's Pupil Services units.

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 October 13, 1996 at the request of the Department of Public Instruction to identify those positions which function as the Dean of Students at the Schools for the Visually Handicapped and Deaf. The agency formerly used the Teacher Supervisor class for this function but determined it is not necessary for the prospective employee to have certification to teach. Announcement of this classification appeared in the Bulletin CC/SC-59.

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