

Effective Date: June 26, 1994
Modified Effective Date: January 4, 2009
Modified Effective Date: May 10, 2009
Modified Effective Date: March 5, 2017

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

TEACHER 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 supervisory education positions allocated to academic, career, and technical programs. 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 educational positions which, for a majority of the time, supervise professional teachers, other education professionals and education assistants, and provide input for educational program planning, policy and procedure input and development, and budget development within their respective program areas. Positions allocated to this classification must meet the statutory definitions of professional and supervisor as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions 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 which, for a majority of the time, are engaged in the direct delivery of academic, career and technical instruction and do not supervise educational programs, and are more appropriately classified as Teacher.
4. Positions which, for a majority of the time, are engaged in the development and administration of a comprehensive offender educational program in a juvenile or adult correctional institution and are more appropriately classified as Juvenile Education Director or Education Director.
5. Positions which are, for the majority of time, engaged in the performance of professional academic or vocational consultation in the Department of Corrections, Public Instruction, or the Wisconsin Technical College System Board, and are classified as Education Specialist, Education Program Specialist, Educational Program Coordinator, School Administration Consultant or Educational Consultant.
6. Positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

Positions in this classification are professional educational positions that, for the majority of time, are engaged in the supervision of professional teachers, other education professionals, and education assistants, and provide input for educational program planning, policy and procedure development, and budget development within their respective program areas. Currently positions are allocated to the Departments of Corrections, Health Services, Military Affairs, and Public Instruction. Supervision is received from an Education Administrative Director, Education Director, Treatment Director, Deputy Director, or Institution Superintendent. 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. Teacher Supervisor positions may be either Degree or Non-Degree depending on the program to which they are allocated.

SPECIAL REQUIREMENT: Possession of or eligibility for certification as an Administrator by the State Department of Public Instruction or possession of or eligibility for certification as an Instructional Administrator by the Wisconsin Technical College System.

NOTE: Excluded from this special requirement is the Teacher Supervisor position at the Challenge Academy in the Department of Military Affairs.

IV. ADMINISTRATIVE INFORMATION

The classification was modified effective January 4, 2009 and announced in Bulletin OSER-0232-MRS/SC to recognize the Department of Military Affairs, to update the inclusion and exclusion sections, and to perform a general format updates.

This classification was modified effective May 10, 2009 and announced in Bulletin OSER-0241-CLR/SC deleting current certification language and adding the special requirement certification language to the qualifications section.

This classification specification was modified effective March 5, 2017 and announced in Bulletin DPM-0440-CC/SC to exclude from the special requirement the position at the Challenge Academy in the Department of Military Affairs. The Academy is considered a program rather than a school and the position does not require certification as an Administrator.

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