

Effective Date: January 22, 1995

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EDUCATION COORDINATOR, CORRECTIONS

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional positions located within the Department of Corrections. 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.

B. Inclusions

This classification encompasses professional positions located within the Department of Corrections. Positions allocated to this classification coordinate Department of Corrections education-related programs and meet the statutory definition of management as defined in Wis. Stats. 111.81 (13). Positions in this classification are responsible for program planning, and policy and procedure input and development.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Management positions located outside of the Department of Corrections.
2. Positions which do not meet the statutory definitions of management as defined in Wis. Stats. 111.81 (13).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

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This is responsible professional coordinative work found in the Department of Corrections' Office of Education. Positions allocated to this classification coordinate three specific areas of the department's education program: (1) General Education, e.g., adult literacy initiatives, adult basic education, General Educational Development (GED)/High School Equivalency Diploma (HSED) programs, Special Education for handicapped students, Chapter 1 programs for the neglected and delinquent, and English as a Second Language (ESL) instructions, etc.; (2) Vocational and Applied Technology Act Project, e.g., administer the project and compliance with all federal regulations, reports and communication as required by the act; administer the Wisconsin Technical

College System (WTCS) teacher certification standards for education staff and serve as a liaison between the department and the state WTCS districts, as well as state and national education agencies; and coordinate the relationships between the department and private community employers and agencies; and (3) negotiate contracts with the WTCS, University of Wisconsin System and other contractors for inmate training programs; provide direction and training to staff and manage all study release program activity; act as primary liaison with national, state and local agencies for contract and grant development; and assume primary responsibility for curriculum development and evaluation. The 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.

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