

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

SCHOOL ADMINISTRATION 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 School Administration 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 providing leadership, consulting, technical assistance and related services to administrators and professionals in the field of education working with administrative programs; financial aid; compliance monitoring and complaint resolution; administration of charter and alternative schools, school choice and class size reduction initiatives on a statewide basis; and postsecondary personnel teacher certification. 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%), work with curriculum, instruction, and testing and evaluation tools, and 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, and academies providing certified law enforcement training and additional on-line training for law enforcement and are more appropriately classified as Education 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 majority of time (more than 50%), are responsible for performing coordinative and analytical work in education for the Department of Public Instruction, and the Wisconsin Technical College System, and are more appropriately classified as Education Specialist.
5. 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.
6. Positions providing services to individuals or organizations outside of the field of education.
7. 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

SCHOOL ADMINISTRATION CONSULTANT

This is professional work as a statewide consultant in a specialized field of school district administration. Employees in this class provide leadership and program consultation to local school district administrators, business managers, and other professionals involved in the planning, development, implementation and evaluation of school district administrative operations. These positions require specialized knowledge of education programs that is typically gained from advanced study in specific areas of education. The work includes establishing standards and guidelines for compliance with state and federal regulations. The duties and responsibilities of employees in this class are performed under general supervision.

Areas of Specialization include:

- 1) Finance
- 2) District Organization, Facilities and Pupil Transportation
- 3) Special Education Compliance Monitoring and Program Auditing
- 4) Charter Schools and School Choice
- 5) Alternative Education and/or comparable administrative programs
- 6) Postsecondary Personnel Certification

Examples of Work Performed:

- Consult with district administrators, school boards, and others concerning overall plans, programs, problems and recommended improvements within the area of specialization.
- Deliver speeches and publish articles regularly to promote a better understanding of the educational process at the local community level.
- Research and prepare comprehensive reports showing the advantages and disadvantages of alternative forms of organization and administration of educational programs and services.
- 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.
- Serve as a member of various committees as a representative of the agency.
- Develop policy guidelines for administrative practices and procedures to be used as state standards.
- Review local school district accounting practices and effectively recommend corrections in these procedures and in the use of appropriate expenditure classifications.
- Effectively recommend reductions in state aids on the basis of information gathered during the review procedure.
- Provide professional advice and consultation to local administrators, business managers, accountants and auditors on matters concerning budget preparation, school aids determination, accounting, recordkeeping and reporting, and administrative practices.
- Assist in the collection, evaluation and organization of statistical data for use by the Department of Public Instruction, state legislators and other agencies and individuals.
- Participate on departmental teams which are assigned to evaluate a school district's total program.
- Develop reorganization studies and review and discuss those developed by other consultants.
- Advise members of school boards, lay persons and other interested parties including officials of other agencies, organizations and/or departments of government on all levels of operation and on matters pertaining to school district reorganization.
- Prepare and disseminate information concerning reorganization projects and plans.
- Assist private and public schools in adjusting attendance areas to provide optimum transportation services.
- Evaluate school efforts in transportation for safety and cost effectiveness, and to insure compliance with mandated busing and energy regulations.
- Develop education facility proposals to be compatible with educational goals and needs.
- Administer grant programs and the distribution of federal funds to institutions and local districts according to federal and state guidelines. Screen, evaluate and make recommendations to approve or deny applications for various types of state and federal funding.
- Provide assistance to technical college district administrators in the hiring and assignment of instructional and administrative staff and staff development activities.

Representative Positions:

Department Of Public Instruction – Charter School Consultant: Provide consultation on the administration of the Wisconsin Charter School program and the Federal Charter School Program. This involves submitting Wisconsin's application for federal funds and overseeing the distribution of grant funds to schools. Provide technical assistance regarding compliance with charter school laws.

Department Of Public Instruction – Alternative Education Consultant: Coordinate Alternative Education Program providing DPI grant funds to LEAs, CESAs, CBOs, technical colleges and other providers. Provide technical assistance on the development and implementation of AE programs and their relation to other educational initiatives such as Charter Schools, GED/HSED and Youth Options programs.

Department Of Public Instruction – School Choice Consultant: Develop and administer the requirements for participation in the program. Supervise the review of applications, quarterly payments to schools, financial audits, and monitoring to ensure compliance with state laws governing eligibility.

Department Of Public Instruction – Pupil Nondiscrimination Consultant: Provide technical assistance related to compliance with state and federal laws related to educational equity and religious accommodations. Process complaints and coordinate appeals processes.

Wisconsin Technical College System – Personnel Certification Consultant: Provide leadership and consultation to technical college district administrators through the development, implementation, and interpretation of state policy for the Wisconsin Technical College System (WTCS) personnel certification program. Work with the State Certification Committee to establish standards, guidelines and procedures for compliance with Wisconsin State Statutes and Administrative Code. Maintain the quality and performance requirements of professional personnel throughout the System with respect to educational, occupational and professional experiences.

Educational Approval Board – School Administration Consultant: Oversee and provide professional consultation to for-profit post-secondary schools, in-state non-profit post-secondary institutions, and out-of-state non-profit colleges and universities. Provide statewide leadership in regulating, maintaining and evaluating post-secondary schools and institutions. Set standards for school administrative capacity, protecting consumers' rights, and ensuring program quality and operational integrity.

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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