

Effective Date: November 3, 1991
Modified Effective: September 2, 2007
Modified Effective: August 12, 2012

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EDUCATION PROGRAM SPECIALIST

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 Education Program Specialist 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

This classification encompasses professional positions responsible for analyzing competency-based testing, instructor and administrative staff certification program policies and services, and/or providing direct services to address the educational needs for families. These positions are located within the Department of Public Instruction, Department of Health Services and the Wisconsin Technical College System. Positions allocated to this classification must meet the definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

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 majority of time (more than 50%), are responsible for performing coordinative and analytical work in education for the Department of Public Instruction or the Wisconsin Technical College System and are more appropriately classified as Education Specialist.
3. Positions that, for a majority of time (more than 50%), function as consultants in education in a particular administrative area and are more appropriately classified as School Administration Consultant.
4. Positions that, for a majority of time (more than 50%), function as consultants in education in a particular curriculum area and are more appropriately classified as Education Consultant.
5. Positions that, for a majority of time (more than 50%), provide support to education professionals and are more appropriately classified within the Office Operations Associate or Operations Program Associate classifications.
6. Positions which are not located within the Department of Public Instruction, Department of Health Services or the Wisconsin Technical College System.
7. All other position that are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

EDUCATION PROGRAM SPECIALIST

Positions allocated to this classification perform professional work and are responsible for collecting and disseminating data related to the Wisconsin Student Assessment System and other alternative assessment methods; coordinating the delivery of outreach services; providing leadership to families and local education agencies in identifying the educational needs of handicapped children and youth; and assisting with the interpretation and implementation of state policy, and the development and maintenance of the Wisconsin Technical College System's (WTCS) personnel certification program which addresses the certification needs of new and existing instructional and administrative staff. These positions carry out their assigned responsibilities within established guidelines, using independent judgment in deciding how to accomplish goals in the provision of service. Time frames and results are established by the individual employee within program parameters. The duties and responsibilities performed by employees within this class are performed under general supervision.

Representative positions:

Department of Public Instruction – Birth to Six Services Coordinator: These positions provide statewide leadership, training, and consultation to families, department staff, local education agencies, and other caregivers of children with visual or hearing impairments. Develop

and improve the educational services for young children through the development, evaluation, coordination, and improvement of school, home, and community-based services.

Department of Public Instruction – Wisconsin Student Assessment System Specialist: This position assumes a leadership role for developing communication and evaluation strategies related to the Wisconsin Student Assessment System and assessment literacy. This includes the design, coordination, and analysis of the effectiveness of professional development strategies.

Department of Public Instruction – Pre-School to Grade 5 Program: This position implements the administrative practices of the s. 115.45, Wisconsin Statutes grant for the Pre-school to Grade 5 Program. This includes providing technical assistance, and other consultative services to urban school districts, their school district program administrators, principals, and the state P-5 advisory council; developing policy; and monitoring and analyzing the effectiveness of the P-5 programming implemented in participating school districts.

Wisconsin Technical College System – Personnel Certification: This position provides assistance to the WTCS Certification Officer in the administration of the WTCS instructor and administrator certification process. This includes assisting with the interpretation and implementation of state policy for the certification program; assisting with the development and maintenance of the WTCS's certification program which addresses the certification needs of new and existing instructional and administrative staff; evaluating, processing and maintaining WTCS personnel certification requests for the sixteen WTCS districts and the Wisconsin Department of Corrections.

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 November 3, 1991, and announced in Bulletin CC-306. 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. The specification was modified effective August 12, 2012 and announced in Bulletin OSER-0310-MRS/SC to add the Department of Health Services to the list of agencies that use the classification.

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