

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EDUCATION SPECIALIST

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional Education Specialist positions. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended 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 performing coordinative and analytical work in education for the Department of Public Instruction, Wisconsin Technical College System, and State Historical Society. 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 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.
3. 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.
4. 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.

5. Positions located in the Department of Public Instruction that, for a majority of time (more than 50%), function as team leaders for statewide educational programs where the primary emphasis involves coordination, administration and review, and/or the development of new educational guidelines, methods and program directions. These positions do not have supervisory responsibilities and are more appropriately classified as Education Program Coordinator.
6. 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.
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

EDUCATION SPECIALIST

Positions allocated to this classification perform professional coordinative and analytical work in education related programs. Positions may be responsible for activities such as providing assistance to economically disadvantaged and minority students in developing post-secondary school plans through the Wisconsin Educational Opportunity Program; providing technical assistance and liaison and licensing services or assisting with the evaluation and processing of certification requests for various state agencies or personnel who are employed in the 16 Wisconsin Technical College System institutes statewide; administering the review of applications for teacher licenses; providing educational and technical assistance to the Emergency Medical Services discipline of the Wisconsin Technical College System; and developing and coordinating the statewide National History Day program or interpretive programming provided by the Wisconsin Historical Museum.

Additionally, positions may be responsible for activities such as coordinating school and community family involvement programs; bilingual and English as a second language programs; providing coordinative services to local school districts as related to the National Migrant Student Record Transfer System; conducting compliance reviews and recommending the approval of schools and courses for the training of veterans of the armed forces and war orphans receiving assistance from the federal government; coordination of license revocation cases, or providing licensing services to local school districts and to colleges and universities offering teacher education programs by issuing initial licenses and license renewals; coordinating/facilitating on-site monitoring reviews for projects/programs at the state level and throughout the Wisconsin Technical College System; and providing articulation, procedural direction and liaison services to various state agency and Wisconsin Technical College System Districts involved in the instruction, evaluation, approval and certification processes inherent to the membership of the pre-hospital emergency medical care community. The nature of the work performed may require the development of administrative rules, policy interpretation, and may involve coordinating the work of other staff assigned to the program area. The duties and responsibilities of employees within this class are 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.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 9, 2000, and announced in Bulletin CLR/SC-110 to describe positions which administer education programs for the Department of Public Instruction or the Wisconsin Technical College System Board and the Education Approval Board. The positions in this classification were formerly classified as Education Specialist, Education Specialist-Objective, or Education Specialist-Senior, which were abolished effective April 9, 2000, as announced in Bulletin CLR/SC-110. This classification 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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