



Judicial Education Director

Office of Judicial Education

Wisconsin Court System

If you have experience overseeing educational activities and ensuring the educational needs of employees are served; we encourage you to apply for the **Judicial Education Director** position at the Wisconsin Court System, Office of Judicial Education. The Judicial Education Director oversees all of the court's educational activities, ensuring the educational needs of Wisconsin's state judges, municipal judges, and court personnel are served by establishing a strategic plan, developing and implementing policies and procedures for the direction of education and training. This position is also responsible for directing day-to-day budget and staffing operations.

As the lead administrator for Wisconsin State Court judicial education, the Judicial Education Director develops and implements a comprehensive continuing judicial education curriculum, manages program planning and execution, the judicial education credit system, and maintains statistical data to justify curriculum needs assessment.

LOCATION: Madison, WI (Downtown)

SALARY: \$99,666– 120,583 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Oversees all judicial education activities for the judiciary, from planning and directing program content to development and implementation of curriculum and educational/training programs 2) Develops and administers all Wisconsin Judicial Branch education programs and training standards 3) Supervises Judicial Education staff 4) Administers all activities related to judicial education credits. 5) Oversees outreach to, and engagement with, those involved in judicial and court education efforts, including entities involved in the development and delivery of judicial and court education.

QUALIFICATIONS:

Required: 1) Bachelor's Degree and six or more years of experience in the design and delivery of professional legal education programming, adult education, law, or board governance (or a JD from an accredited law school and three or more years of related experience, or equivalent education and experience). 2) Excellent knowledge of principles of adult learning, adult education theories and practices, and instructional design and educational technology and delivery platforms. 3) Excellent knowledge of best practices in judicial education, professional development, technical training, and management. 4) Excellent knowledge of principles and techniques for training needs assessment, curriculum development, and strategic planning. 5) Good knowledge of judicial and legal processes. 6) Good knowledge of organizational development, budgeting, strategic management, policy analysis and planning. 7) Working knowledge of events management. 8) Ability to lead and direct the work of others. 9) Ability to establish and maintain effective relationships with senior staff, co-workers, judges, attorneys, project teams, other courts staff and the public.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check. 2) Must meet the minimum standards for driving a state vehicle. 3) Must be able to travel throughout the State of Wisconsin with occasional overnights. 4) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire. 5) Must report to the Madison, WI office.

TO APPLY:

Please submit a cover letter, resume and a list of three references in a **single .pdf document** indicating the position **#25-2527 Judicial Education Director** to human.resources@wicourts.gov. All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on July 20, 2025. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at www.wicourts.gov.

Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.

EQUAL OPPORTUNITY and E-VERIFY EMPLOYER