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# Example of Director, Education Job Description

Our company is growing rapidly and is looking for a director, education. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for director, education

* Provide for orientation, in-service training and continuing education for all staff utilizing a variety of teaching skills and instructional methodologies
* Serve as a resource to departments off-site
* Evaluate continuing education/training programs as necessary as a result of feedback or changes in requirements
* Coordinate use of Human Patient Simulators to enhance learning experience
* Work collaboratively with site throughout the system to standardize educational programs
* Evaluate credentials of staff members identified as faculty, planners and speakers and that they represent content expertise and the target audience
* Manage the continuing education budget and is responsible for evaluating and advocating for appropriate resources that are necessary to achieve key departmental and provider unit goals
* Direct the assessment of educational and professional development needs within the department
* Direct the development and implementation of educational programs that address the assessed learning needs of staff in relation to orientation, initial and ongoing competency assessment, annual mandatory training and in servicing, continuing education and professional development
* Validate the educational programs are presented an organized, efficient manner that is conducive to learning

## Qualifications for director, education

* Media industry experience and understanding of key Europe media markets preferred but not required
* Experience working with the NYC public school system and its education priorities
* Proven facility in developing program outlines and curricula for open enrollment education programs
* Ability to gather data, analyze information, and prepare reports
* 7-10 years of relevant experience building education/outreach/communication programs and who can create a public understanding and awareness of clinical trials to support cardiovacular research/clinical trials
* 3-5 years’ experience developing educational content and skill with a variety of communication modalities