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# Example of Director, Education Job Description

Our company is growing rapidly and is looking for a director, education. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for director, education

* Plan and conduct staff and management development training programs, including conducting annual education needs assessment, preparation of program objectives, development of course materials and training aids, delivering workshops and evaluating program effectiveness
* Utilize a training database to track competencies and skills for all supply chain personnel (from staff to senior leadership)
* Assist with the Ethics & Compliance training
* Provide consulting training per curriculum developed by Parallon Consulting EVP
* Provide training to Parallon customers, as applicable
* Provide training reports to all supply chain management team members
* Coordinate regular collaborative meetings and additional meetings with individual collaborative partners
* Maintain continuous communication between meetings
* Marshall resources to assist in identification and implementation of endeavors prioritized by the collaborative
* In partnership with the Measurement and Learning Director, provide data for annual Tri-County Cradle to Career community report card

## Qualifications for director, education

* Educational background includes either a MD and/or PhD
* Experience with a learning management system software (e.g., Blackboard Learn)
* Drive increases in net-new CA Education business through detailed account research and aggressive marketing to the customer base
* Drive increased CA Education revenue through ownership of accounts and collaboration with Account Directors and Sales teams
* Ensure the transfer of opportunities that either exceed or fall below pre-determined dollar thresholds to the appropriate Education Sales groups for follow-up
* As requested, direct the activities of the Inside Sales staff responsible for the proactive generation of Education revenue over the telephone