Downloaded from <https://www.velvetjobs.com/job-descriptions/education-program-specialist>

# Example of Education Program Specialist Job Description

Our company is growing rapidly and is looking to fill the role of education program specialist. 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 education program specialist

* Design brochures and other marketing materials for GET, and regularly update GET social media accounts
* Supervisory duties including hiring, delegating, training, and evaluating GET translators/employees
* Explore potential new field trip locations and seminar topics for GET and include these in upcoming programs where appropriate
* Identify areas for growth and work with GET Director and Assistant Director to design new programs with current and potential partners, including assisting with writing proposals for sponsored programs
* Work closely with HEMI Program Director/Assistant Director to design, implement and assess activities, events, programs, services to achieve long term and short-term goals and objectives of HEMI program
* Encourage academic achievement in high school and create a direct pathway to postsecondary education for the Hamilton County foster youth
* Aid both mentors and mentees in the student’s quest to achieve the education/training most appropriate for each individual student
* Assist with day-to-day management of all academic programmatic and operational facets of the HEMI program
* Assist with recruitment, training, monitoring and support of HEMI mentors
* Provide direct services to foster youth that have not been matched with a mentor

## Qualifications for education program specialist

* Serve as the Special Education Coordinator/Director for the School District or the Region
* Serve as the expert advisor and consultant to management, administrators and educators within the district/region concerning special education programs and administrative issues
* Guide the development and implementation of long-range and short-range professional program plans and approaches for achieving Special Education program goals and objectives for the District/Region
* Manage and monitor the development and implementation of all aspects of the Special Education program operations and milestones to achieve planned outcomes
* Serve as the liaison in all matters concerning Special Education Program for the District/Region
* Provide professional guidance and resource support to the other Special Education specialists and educators within the District/Region