# Example of Education Program Specialist Job Description

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Our growing company is hiring for an 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

- Assist and may be responsible for the creation of course content, training materials and documentation for educational technologies such as computer based training (CBT), or web based training (WBT)
- Serve on assigned projects and committees related to education on psychological health
- Stay current in reviewing literature related to the NCCOSC mission, including but not limited to military psychological health, resilience, occupational stress, and mindfulness
- Responsible for tracking, reporting, and maintaining physician education Category 1 credit and credits for nurses, dental , social workers and general continuing medical education participants
- Conducting needs assessments, surveys, and studies and makes recommendations related to training and education programs
- Developing systems and methods for tracking, managing and reporting training, education and exercise activities
- Support workshop and professional conferences by performing demonstration and promotion customer training
- Serve as the expert advisor and consultant concerning special education programs
- Develop and implement State Performance Plan (SPP) and Annual Performance Report (ARP) Indicator targets

## Qualifications for education program specialist

- Monitor the implementation of IDEIA by Local Education Agencies (LEA) to improve education results for students with disabilities
- Implements effective policies, procedures and practices to address program improvement aligned with IDEIA
- Develops and disseminates guidelines, manuals, policies, procedures and quality training materials regarding Special Education
- BACKGROUND SECURITY INVESTIGATION REQUIRED FOR ALL HIRES
- APPOINTMENT MAY BE SUBJECT TO A 1 YR PROBATIONARY PERIOD
- APPLICATIONS ARE ONLY ACCEPTED ONLINE OR BY FAX