



Example of Educational Consultant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of educational consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for educational consultant

- Remote collaboration with sales support team and other departments
- Daily and weekly database management of sales activity
- Accurate weekly forecasting of projected regional growth
- Host networking functions and events
- Recommend Macmillan Education curriculum and ELT materials to educational institutions
- Be on the road for a minimum of 3 days per week during the school year – visiting educational institutions and distributors
- Work closely with the Regional Manager to create a prioritised annual representation and marketing plan for the market
- Provide exemplary support to schools across the territory – whether current or prospective customers
- Support our distributors in the region
- Work directly with school principals, and district administrators, and other partners to achieve co-constructed goals and enhance opportunities for students

Qualifications for educational consultant

- Must be able to deliver training that is high quality, professional, and engaging that meets the customer's needs
- Previous experience with remote training a plus

- Team player with a high degree of flexibility with a commitment to a group-oriented approach
- Master's degree in special education or related field preferred
- Minimum of 5 years' experience in special education management, delivery, and support of education services, quality of education, inclusion or in related fields