



Example of Educational Specialist Job Description

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Our company is looking for an educational specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for educational specialist

- Assist with proposing, planning, procuring expert providers/vendors, and coordinating statewide training and professional development activities for special educators, related services providers, families, and interested persons
- Resolves issues relating to program development and implementation through verbal and written communication
- Reviews program data and other college readiness literature and makes interpretations for application to related program, project, or initiative
- Assists in developing programmatic goals, and performance reports to measure program success
- Develop, plan, implement, and analyze various before/during/after school/evening and weekend GEAR UP activities, programs, events and services that are designed to increase high school graduation with the completion of college preparatory coursework, college admission requirements, financial literacy awareness, including in-class and after-school tutoring programs, PSAT/SAT/ACT preparation programs, academic workshops, summer scholar academies, and other interventions
- Collaborate with and provide support to GEAR UP teachers, administrators, counselors, and staff at school sites to integrate practices and strategies in alignment with federal regulations to fulfill the GEAR UP grant objectives, including meetings, presentations, surveys, trainings, information sessions, and other support activities
- Recommend and implement modification to systems, policies, and procedures regarding GEAR UP activities and services at the school site
- Maintain student information, including files on academic and advisement

- Perform a variety of administrative duties in support of the GEAR UP grant including maintaining documentation files of all services, correspondence, reports, procedures, and presentations related to the GEAR UP program
- Serve as liaison between middle/high school faculty, staff, administrators, and CSUMB

Qualifications for educational specialist

- Communicate clearly and effectively with individuals and groups of varying ages and cultural background to disseminate information, resolve problems, and clarify solutions
- Handle sensitive and/or confidential documents and information where judgement and discretion are essential
- Ability to develop student support programs and activities related to assigned areas of responsibility
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged in sensitive situations
- Ability to establish and maintain cooperative working relationships with faculty, staff, student organizations, and other private and public agencies
- Ability to work effectively and interdependently in a diverse school environment