



# Example of Educational Specialist Job Description

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Our innovative and growing company is hiring for an educational specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for educational specialist

- Assist in the recruitment, hiring and training and supervision of Outreach Ambassadors, student workers who facilitate presentations
- Assist in monitoring student worker budget, recommend expenditures to improve staffing structure
- Deliver training and professional development in the area of college readiness to K-12 teachers, parents, and counselors
- Monitor development of action plans for assigned student staff to ensure successful program implementation
- Provide guidance, as needed, for staff to problem solve
- Evaluate program effectiveness to develop and implement improved methods and outcomes
- Provide leadership in formulating the goals and objectives of the Division education programs
- Secure, develop, and maintain records, reports, instructional manuals, reference materials, , pertinent to educational programs
- Assume the authority, responsibility, and accountability of developing and directing the Division education programs
- Collaborate with Vice President of Clinical Services and/or the Vice President of Clinical Outcomes Measurement regarding facility/regions/division education needs

## Qualifications for educational specialist

- Ability to use initiative and resourcefulness in planning academic pathway, work assignments and in implementing long-range program improvements for program participants
- Demonstrated information and technical literacy
- The ability to multi-task, prioritize responsibilities and meet deadlines
- The ability to work both independently and within a team and collaborate on projects
- Knowledge of federal grant proposal writing process