



Example of Educational Specialist Job Description

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Our innovative and growing company is hiring for an educational specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for educational specialist

- Address physical, programmatic, and attitudinal access issues with other campus administrative and service units relating to the needs of students with disabilities
- Provide support services to students such as coaching, vocational counseling, and transition planning
- Remain current in the knowledge and understanding of the ADA and 504, OCR and DOE decisions relative to post-secondary services to students with disabilities
- Schedule, coordinate, and conduct tours of DRES administrative and service facilities to prospective students, visitors, alumni, AHS interview candidates, faculty/staff, and university officials
- Develop and implement strategies for increasing access and outreach for K-12 students and families
- Facilitate problem solving and open communications with the nursing staff for the facilities, region and division staff
- Attend and participate in department/facility meetings for the division/region/care center meetings as required
- Participates in the facility Falls Program and Ulcer Program as needed
- Collaborating with the project team during the development process to identify best media approaches to be used in designing, delivering, and/or supporting of specific learning content
- Providing guidance and feedback, including documentation, to all stakeholders during media design and delivery

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- Providing lead oversight and training to assigned lower staff
 - A bachelor's degree from an accredited college with major coursework in education, counseling or related field AND three (2) years of professional experience in a student support program at a secondary and/or post-secondary level
 - A Master's degree or advanced coursework in Education, Counseling, Psychology, Social Work, or directly related field may be substituted for one (1) year of the required experience
 - Understanding of partner schools and target populations
 - Demonstrated ability to interact successfully with a variety of constituencies including middle/high school and college personnel and partnership members
 - A working knowledge of best practices in K-12 and higher education and academic counseling theories