



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

- Overseeing the assembly of all media elements into the final product
- Support trade shows and professional conferences by performing CT product demonstration and workstation promotion customer training
- Support trade shows and professional conferences by performing Surgery product demonstration and workstation promotion customer training
- Develop, review, and provide administrative oversight and programmatic evaluation of entitlement and competitive special education grant proposals and programs in order to ensure the inclusion of required information for accuracy, completeness, and content the timely disbursement of funds
- Utilize data to inform the development of technical assistance, administrative advisories, guidance, professional development programs, and other continuous improvement initiatives at the state and local levels
- Act as a customer service liaison to provide technical assistance, guidance, and information to customers/stakeholders including but not limited to SEPP staff, agency staff, district staff, contractors, vendors, families, and other interested parties
- Participate in the process of public information development and dissemination, including organizing assistance and conducting public meetings, public hearings, and focused response groups to inform emerging special education policy issues and for regulations and documents subject to public review and comment
- Develop expertise in Massachusetts special education disability categories and program areas

- Maintain knowledge of federal and Massachusetts state special education laws and regulations and knowledge of current trends and issues in the field of special education and specific disabilities

Qualifications for educational specialist

- Demonstrated understanding of and commitment to the CSUMB Vision Statement and the core values of mutual respect, collaboration and service orientation, multiculturalism and diversity, community service and institutional excellence
- Strong leadership, teambuilding, and group facilitation skills
- Any amount of proven work experience in a GEAR UP/TRIO Outreach Program
- Master's Degree or higher from accredited university - preferred
- Must possess a current, unencumbered, active RN/ license to practice
- Minimum 7 years of media industry experience required