



# Example of Instructional Specialist Job Description

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Our company is growing rapidly and is looking for an instructional 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 instructional specialist

- Support divisional student success efforts through participation in a variety of department activities and committee work
- Support department through participation in a variety of department activities and committee work
- Provides academic mentoring support to a select group of student athletes with a focus on the development of academic skills to foster and encourage independent learning
- Develops and/or strengthens academic skills including time management, organization, study skills and prioritization across all related subject areas
- Monitors, creates and presents regular progress reports
- Coordinate the operation of and/or serve as a Certified Instructor for EMT Programs
- Coordinate and facilitate course for physicians and mid-level providers
- Oversee, manage and maintain approval and data for EMS Continuing Education Programs, student applications/participation and general course information
- Develop, prepare, assemble and distribute materials for course participants
- Develop, prepare and monitor course budgets, expenditures and processes

## Qualifications for instructional specialist

- Familiarity with ADDIE-based education environments
- Fluent in Articulate Storyline and Captivate

- Effective communication skills with a diverse group of people are required
- As a member of the Leadership and Professional Development Team the Sr
- Background in public health and/or health education and/or health services