



Example of Instructional Specialist Job Description

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Our company is growing rapidly and is hiring for an instructional specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for instructional specialist

- Coach subject matter experts during all phases of course development and delivery
- Evaluate current training solutions and make recommendations for change when necessary
- Assume a leadership position, interacting routinely with business leaders, experts, corporate employees, manufacturing associates, sales personnel and many others in the development and delivery of learning content
- Develop and maintain relationships with key internal customers to identify emerging training needs and business challenges
- Assists in teaching subject matter in related areas via online course delivery
- Grades and evaluates assignments
- Communicates with students regarding course work, course inquiries, program or university-related information
- Provides written summary of course activities to instructor
- Conducts weekly office hours via Google Hangout, Skype, Adobe Connect
- Assists and/or organizes, promotes, coordinates and conducts specific programs with individuals

Qualifications for instructional specialist

- Experience in mentoring, counseling, instructing, tutoring, and or teaching in a secondary and/or post-secondary educational environment

- Experience in assisting student athletes academically and motivating students academically
- 1-3 years experience in Emergency Medical Services setting as either a Paramedic or Registered Nurse
- Extensive knowledge of student instruction/teaching experience