



Example of Instructional Specialist Job Description

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Our growing company is looking to fill the role of instructional specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for instructional specialist

- Participate in and strategize in marketing activities for the WRPHTC
- Assesses training needs through surveys, interviews with employees, or consultations with customer representatives, managers, instructors or subject matter experts (SMEs)
- Designs and develops training manuals, learning modules/lessons, and related course materials
- Reviews training materials for consistency and conformity to established standards
- Delivers training or assists in the delivery of training using a variety of instructional techniques
- Monitors and evaluates training programs to ensure they are current and effective
- Assists instructors, consultants or vendors when conducting training
- Performs administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollment
- Assist teaching technical subject matter online in Communication and Business Communication courses
- Utilize web-based learning technologies

Qualifications for instructional specialist

- Demonstrated knowledge of current emergency medicine standards of care,

- Demonstrated ability to meet deadlines, follow-up, and multi-task with minimal supervision
- Excellent written and verbal communication skills, as demonstrated at the working proficiency level
- Working knowledge of computer software applications such as Microsoft Office
- 1-3 years Critical Care Paramedic or Emergency Department/Critical Care Registered Nurse experience desired
- 1-3 years previous experience managing adult learner education programs desired