CLASSIFICATION DESCRIPTION TITLE: EDUCATION SPECIALIST

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Responsible for providing instruction in a credit or non-credit training program, which requires specialized skills and knowledge typically gained through a similar training program and hands-on technical experience in the area assigned. Incumbent responsibilities may include course development; preparation of course and lab materials and lessons; maintenance and delivery of existing courses; maintenance of lab and training equipment and supplies; administering tests; evaluating students in class, labs and/or clinic sites; and advising students in course selection.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Instructs students in assigned area; selects, develops, and delivers curriculum, including lectures, discussion, quizzes, and exams to meet established guidelines.

2. Prepares course and laboratory materials; ensures content of material is relevant, and monitors proper use and care of equipment during lab exercises.

3. Assists with coordinating department activities, such as maintaining and tracking records, relaying communications, researching information, and providing related support.

4. Coordinates and participates in counseling and advising sessions with students; may maintain regular office hours.

5. Maintains lab equipment and supplies; organizes, orders materials, and arranges for repair of equipment as needed.

6. Participates in continuing education and professional development courses as assigned.

7. Serves on various committees and makes recommendations on college policies and procedures.

8. Performs other duties as assigned.
### Training and Experience (positions in this class typically require):
Associate's Degree or two-year technical certificate, and three years technical experience in area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Some positions may require a Bachelor's or Master's degree.

### Licensing Requirements (positions in this class typically require):
Licensing Requirements \((legally \ required)\):
- Valid Driver's License;
- Some positions may require certification or licensure related to area of assignment.

### Knowledge (position requirements at entry):
Knowledge of:
- Instruction methods and materials;
- Use and operation of equipment in assigned area;
- English grammar, language, spelling, and punctuation;
- Assigned subject(s) content;
- Referral agencies and programs;
- Applicable federal, state, and local laws, rules, and regulations.

### Skills (position requirements at entry):
Skill in:
- Applying applicable local, state and federal laws, rules, and regulations;
- Operating a variety of office equipment, including a computer and related software applications;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Providing educational and counseling services to students;
- Using proper English, grammar, punctuation, and spelling;
- Prioritizing work and performing multiple tasks;
- Maintaining records and preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
**Physical Requirements:**
Positions in this class typically require: walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, and body fluids.

**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Created: 8/8/07

_____________________________________  ______________________________________
Signature of Employee  Date

_____________________________________  ______________________________________
Signature of Supervisor  Date