

**INGHAM COUNTY
JOB DESCRIPTION**

EDUCATION SPECIALIST

General Summary

Under the supervision of the Peer Education Program Coordinator, trains peer educators to conduct various peer education programs for “at risk” adolescents in the county. Prepares training materials, conducts training sessions, schedules assignments, and attends sessions to evaluate performance. Purchases materials and supplies and prepares various statistical reports associated with the program.

Essential Functions

1. Develops, prepares, and updates training materials and protocols for peer education programs. Gathers input from students, teachers, and parents to develop new workshops and improve existing programs. Conducts training sessions for peer educators. Schedules participants, presents material, and provides instruction on classroom management and constructive criticism to enhance teaching and delivery style.
2. Conducts staff meetings of peer educators to schedule assignments, review and critique previous sessions, prepare for up-coming assignments, review and revise lesson plans, and discuss other areas of interest or concern.
3. Attends staff meetings with the Adolescent Health Program Coordinator to review all peer education programs, discuss policy changes, and receive assignments.
4. Purchases materials and supplies needed for the program in accordance with county purchasing procedures after receiving approval from the Adolescent Health Program Coordinator.
5. Collects and tabulates statistical data and prepares various monthly and annual reports for each peer education program.
6. Interviews and educates youth regarding testing procedures and provides both general and specific information about HIV and AIDS pre and post test counseling and required documentation

Other Functions

7. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent.

Experience: One year of experience in a human services agency. Prefer experience which included making presentations to groups and overseeing the activities of others.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walks over uneven terrain and climbs stairs to gain access to training locations.

Ability to enter and retrieve information from the computer.

Lifts and carries boxes, audiovisual equipment, and other materials weighing up to 50 lbs.

Places materials in, and retrieves from, a vehicle.

Bending and stooping to access office files and place and retrieve items from storage units.

Working Conditions:

Works in office conditions and travels throughout the county to present training sessions and attend meetings.