

PHASE 3
UCSD Educational Services
Family Function and Job Function Summary

Job Family	Job Function	Job Summary
Educational Services	Community Education Services	Involves designing, conducting, managing, and evaluating community educational and development programs in partnership with educational institutions county-based agencies, organizations and services. Collects enrollment data, maintains education curricula inventory, and evaluates program results. Functions as a community resource, provides leadership to volunteers and acts as subject matter expert for assigned program.
Educational Services	Early Childhood Education	Involves providing developmentally appropriate early care and education; provides support to families on child education; provides model training experiences for teachers; may develop research environment and oversee, perform and report on research conducted in the child care program.
Educational Services	Instructional Design	Involves designing instructional content for online and hybrid implementation, creating interactive media content, and building content modules in various learning systems and platforms using a variety of software applications in support of academic and professional programs.
Educational Services	K to 12 Education	Involves designing, conducting, supporting, and managing comprehensive education program for K-12 students. Creates a flexible program and environment supporting personal growth in accordance with each student's ability. Supports students, families in adjusting to structured educational environment, and making appropriate lifestyle, career and vocational choices.
Educational Services	Museum Education	Involves planning, implementing and presenting educational programs that enhance public understanding of collections, research, exhibitions, and museum's subject areas. Conducts research, and develops and produces written educational materials. Develops and presents gallery talks, lectures, seminars, symposia, and other educational programs. May coordinate volunteers and / or docent program.

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Educational Services	Professional Development	Involves designing, conducting and supporting supervisory, management, technical and non-technical training efforts for staff and faculty. Works with business units to determine training needs and develop appropriate training programs, technology and learning approaches accordingly.
Educational Services	Public Education Services	Involves designing, conducting, promoting, and supporting various public educational programs. Researches and assesses educational needs and interests for targeted public segments, and develops programs, materials, technology and learning approaches accordingly.