



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EVALUATIONS SPECIALIST I	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

JOB DESCRIPTION:

Under direction performs confidential and technical duties involved in the analysis and evaluation of academic records and transcripts for associate degrees, occupational certificates, transfer, and general education certification.

SCOPE:

The Evaluations Specialist I is responsible for analyzing and evaluating academic records and transcripts from other colleges for graduation, transfer, California State University General Education (CSU GE) and Intersegmental General Education Transfer Curriculum (IGETC) requirements and certification and completion of occupational certificate programs; assists in the development and implementation of policies and procedures related to student academic records.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Evaluate academic records received from other educational institutions to ensure District and state requirements are met for all students; research and determine applicability of appropriate transfer courses.
2. Research and verify the accreditation status of colleges and universities; review and evaluate credential evaluation reports for foreign coursework, military schooling, and non-traditional coursework.
3. Determine final eligibility for Associate degrees and occupational certificates; assist students and counselors with the appropriate course of action to resolve denied petitions.
4. Prepare and maintain degree and certificate award lists, files and records; ensure accuracy and completeness of official college documents; coordinate production and distribution of diploma and certificate awards; provide appropriate reports as needed.
5. Assist in coordination of the annual commencement ceremony; communicate with honor society advisors regarding designation and annotation of student's record.
6. Interpret and implement Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and accuracy and retention of academic records.
7. Interpret and explain District policies and procedures, and state regulations related to degrees, majors and certificate requirements, degree audit system and academic and transfer policies to counselors, faculty, administrators, students and the public.
8. Create and maintain reports, files, and statistical data related to evaluations, degrees, majors, and occupational certificates.
9. Evaluate course substitutions for majors, general education, and occupational certificates in compliance with Title 5 regulations.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Analyze coursework completed to ensure compliance with Title 5 regulations regarding course repetition and sequence in relation to degrees, certificates, and transfer credit.
11. Collaborate with the Curriculum and Educational Support Services Office and Academic Departments regarding new, revised or deactivated major and certificate program requirements.
12. May supervise and train student, and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS:

ABILITY TO:

Interpret, apply and explain legal mandates, policies, regulations, and guidelines; analyze situations accurately; use professional judgment based on established guidelines and procedures; meet schedules and timelines; understand and carry out oral and written directions; complete work efficiently with frequent interruptions; work confidentially; work independently and maintain cooperative working relationships; operate a variety of modern office equipment, computers and software applications; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Procedures and methods used in evaluating transcripts and course content; district and state regulations, policies and procedures related to certificate and degree requirements; articulation agreements between CSU, UC and California Community College systems and other colleges and universities; including applicable sections of the Title 5 state education code and FERPA; district policies regarding admissions and records, transfer of credit units, general education, transfer requirements, and appeal resolution; college catalogs, course descriptions and content, course numbering and grading systems; computerized and manual records systems; principles and practices of data management including applications appropriate to area of responsibility; and proper English usage, both written and verbal.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree. Bachelor's degree preferred.

Experience:

Increasingly responsible experience in a college or university Admissions and Records office performing review and analysis of transcripts, preferably in the evaluations or graduation area.