



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EVALUATIONS SPECIALIST II	CLASSIFIED	GRADE: M 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; confirms athletic eligibility for all student athletes; coordinates annual college commencement ceremony.

SCOPE:

The Evaluations Specialist II is responsible for the final analysis and certification of all student athletes in accordance with the California Community College Athletic Association (CCCAA); coordination of the annual commencement ceremony; maintenance of comprehensive and accurate records and compilation of statistical data of associate degree awards, majors and certificates; provide expertise and leadership in those areas.

DISTINGUISHING CHARACTERISTICS:

The Evaluations Specialist II is distinguished from the Evaluation Specialist I by the level of complexity and variety of tasks and oversight related to athletic eligibility and the annual commencement ceremony, and the in-depth knowledge required to ensure compliance with CCCAA rules and regulations, California Education Code and Title 5; and may serve as a lead worker to other Classified staff in the area.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Analyze student athlete records to determine athletic eligibility according to the CCCAA and Commission on Athletics (COA) standards, California Education Code and Title 5.
2. Interpret and apply college and conference rules and policies relating to athletic eligibility; act as a resource person for student athletes, coaches, and athletic counselors and makes appropriate recommendations.
3. Meet with student athletes to resolve inconsistencies and ensure accuracy on athletic forms completed and documents received; advise and make appropriate recommendations in accordance with CCCAA guidelines.
4. Monitor academic progress of athletes and communicate to appropriate parties time sensitive eligibility issues; coordinate sign off procedures with athletic director and coaches.
5. Responsible for the certification and submission of eligible student athletes to the appropriate conference utilizing the statewide COA web-based reporting system.
6. Produce and distribute various certification forms and participation reports to the appropriate parties; maintain a historical record of all certification forms; provide statistical athletic data to athletic director and dean.

KEY DUTIES AND RESPONSIBILITIES (Continued):

7. Participate in orientations advising student athletes on issues related to eligibility, residency, registration, graduation and transfer.
8. 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; interpret and explain District policies and procedures, and federal and state regulations related to degrees, majors and certificate requirements, degree audit system and academic and transfer policies to appropriate parties; process course substitutions, repetitions and sequences for majors, general education, and occupational certificates in compliance with Title 5 regulations; collaborate with the Curriculum and Educational Support Services Office and Academic Departments regarding new, revised or discontinued major and certificate program requirements.
9. Interpret and implement all 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.
10. Develop and organize timeline related to student preparation for participation in the annual commencement ceremony; assist in coordination of the ceremony; serve as a member of the commencement committee.
11. Communicate with Articulation Specialist regarding issues and revisions that effect current agreements and evaluations procedures.
12. May serve as a lead worker to other classified staff in the area.
13. 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; work independently; maintain cooperative working relationships; understand and carry out verbal and written directions; complete work efficiently with frequent interruptions; work confidentially with discretion; understand scope of authority in making decisions; perform mathematical calculations quickly and accurately; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Procedures and methods used in evaluating transcripts and course content; District, state, and federal 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; California Community College Athletic Association and Commission on Athletics rules and regulations; including applicable sections of the Title 5 state education code and FERPA; modern office practices and procedures; operation of a computer and applicable software; computerized and manual records systems; correct 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, including experience in athletic eligibility determination and procedures, preferably in the evaluations or graduation area.