

## **ACADEMIC EVALUATIONS COORDINATOR**

### **BASIC FUNCTION**

Provides coordination and determines workflow for evaluations; serves as liaison with other departments in determining policy and procedures that will involve the evaluations process; responsible for writing policies and procedures and implementation of new regulations; and performs tasks related to the evaluation of student academic records as they pertain to transfer and college degree and certificate requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers and may coordinate the work of classified professionals.

### **CLASS CHARACTERISTICS**

This classification in the Evaluators series is responsible for independently providing coordinative and specialized support to the District's academic evaluations program. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to perform assigned duties and ensure efficient and effective academic evaluation services are provided. Assignments are given with general guidelines. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Provides coordination, training, and reviews evaluations of staff work; provides advice, knowledge, and expertise in a variety of subjects pertaining to academic records at the District and other colleges for evaluations staff; plans and assigns special projects to evaluations staff.
2. Assists area administrators in decisions on student academic records, evaluation processes, and policies and procedures for graduation; works closely with information technology staff in the review of automated technology processes, correction of records, and implementation of new procedures into the system; determines how new policies/procedures will be implemented.
3. Participates in the evaluation for AA/AS degrees, certificates, local and transfer general education requirements and certification verification of Associate Degrees for Transfer (ADT); may complete or assist in the completion of the evaluation of unofficial documents for the Matriculation challenge of prerequisites.
4. Trains and audits work of new evaluators and hourly staff; plans their training schedule and sets goals for work accomplished; periodically audits the work of all evaluators; prepares training/procedure manuals for staff; informs evaluators of changes in policies/procedures, and determines how evaluations staff will incorporate changes in work routine; conducts regular staff meetings to ensure team consistency in work performed; provides in-service training on evaluations procedures to other staff outside the department as necessary.
5. Determines underlying issues for students who seek help with evaluations; evaluates situation, researches the facts, and presents solutions/options to management, faculty, and administrators as appropriate in resolution of student issues.
6. Represents the evaluations area as lead evaluator to internal departments, academic department chairs, and evaluators from other colleges in problem solving, providing technical assistance and

- guidance, and dissemination of evaluations; serves on the committees as determined by management.
7. Analyzes and evaluates student records, transcripts, course descriptions, course sequencing, program requirements, course levels, formal detailed evaluations of incoming transcripts, unit values, and grading systems; performs academic renewals, initial and complete Credit-by-Exams for students in special programs; generates course substitutions and equivalency requests, post corrections to academic records; and creates, revises, and recommends procedures and practices related to credit for prior learning (CPL) to maintain consistency with standards related to accreditation.
  8. Performs ad hoc queries and monitors workflow of office through monthly accounting of work completed; generates and submits statistical reports, trend analyses, and summary data from work completed in evaluations to area administrators.
  9. Reviews and determines status of applications; notifies students of status and eligibility for completion; queries list of graduates from which end-of-year reports are prepared; tracks students to completion or cancellation; orders and distributes diplomas and certificates to awardees; validates Program Award totals for MIS reporting.
  10. Collaborates with student services for commencement rehearsal and ceremony; participates in commencement planning meetings and activities; provides lists of potential graduates; designs brochures and orders commencement materials.
  11. Prepares business reports, letters, correspondence, and related documents.
  12. Participates in District-provided in-service training programs.
  13. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Operations and services of a comprehensive college admissions and records program.
2. A diverse range of programs available to students, including eligibility requirements and application processes.
3. Methods and techniques of assessing student records and transcripts for equivalency to District requirements.
4. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
5. Principles and practices of training and updating staff in admissions and records program changes.
6. Best practices for admissions and records program administration.
7. Methods and techniques of preparing administrative and technical reports, and business documentation.
8. Student Information Systems, databases, and academic records processing.
9. Mathematical skills.
10. General business office administrative procedures.
11. Record keeping principles and practices.

### **Ability to:**

1. Coordinate the operations and services of the evaluations process.
2. Plan, implement, and evaluate program operations and services.
3. Effectively provide staff leadership and work direction.
4. Evaluate automated system functionality for program services.
5. Represent the evaluations area to District departments and external organizations.
6. Understand, interpret, and apply mandated and District policies, rules, and regulations.
7. Evaluate student documentation to determine eligibility for admission, and/or program participation.

8. Serve as a liaison between the program and internal and external organizations and stakeholders.
9. Interpret and apply mandated and District policies, rules, and regulations.
10. Establish and maintain records and files, including confidential student files.
11. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
12. Exercise independent judgment within general policy and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

An associate's degree in business administration and five (5) years of directly related experience working with academic records in higher education; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.