

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Evaluator
Unit: Office Technical

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Job Code: J1130
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of the Director, Student Services, or assigned supervisor or manager, coordinate the work of records evaluation personnel and perform complex technical duties involved in analysis and evaluation of student records and transcripts for graduation, transfer, and certification.

DISTINGUISHING CHARACTERISTICS

Incumbents assigned to the Evaluator classification perform the highly technical duties of evaluating student records and transcripts. Incumbents must possess a thorough knowledge of all phases of admissions and records. Incumbents also train and provide work direction and guidance to Student Services Assistants assigned to the records evaluation area.

EXAMPLE OF DUTIES

1. Perform complex and technical duties involved in the evaluation of student records and transcripts for completion of requirements for a degree and completion of general education requirements for admission to a state college; maintain and update files of prospective graduates.
2. Review transcripts for courses and units completed; verify level, content, unit value, and grading system from catalogs or through correspondence with institutions involved; review non-traditional education documents for possible granting of college credits.
3. Interpret course descriptions; assist departments in evaluating courses for certification programs; coordinate evaluation activities with district committees and departments.
4. Assure the preparation and mailing of status evaluations to students; revise evaluations as additional material is presented.
5. Provide technical assistance to students, staff, counselors, faculty, and administrators in the interpretation of California Education Codes and district policies and procedures.
6. Interpret college requirements; explain basis of evaluation made and provide information to students and faculty on evaluations and college requirements.
7. Compute statistical data for graduation and verify completion of final semester courses; prepare cumulative grade point average (GPA) cards.
8. Assist counselors as requested in analyzing student records; compile information for State and federal reports; assist in a variety of registration procedures.
9. Train and provide work direction and guidance to records evaluation personnel.
10. Review, analyze, and prepare student petitions, including academic exceptions and academic renewals; participate in meetings regarding student petitions and provide resource information.
11. Compile and recommend corrections to the College catalog; develop and distribute addenda; recommend changes to Academic Policies and Procedures and assist in updating districtwide forms accordingly.

12. Participate in a variety of campus and district meetings.
13. Operate computers to update and enter catalog changes to the Student Education Plan; recommend modifications to Student Education Plan software related to debugging and further development.
14. Recommend changes to Academic Policies and Procedures and assist in updating districtwide database accordingly.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Academic policies and procedures.
- Admission and graduation requirements.
- Applicable sections of California Education Codes and other laws.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Record-keeping techniques.
- Rules, regulations, policies, and procedures of the admissions and records office.
- Thorough understanding of Degree Audit computer software processes and logic.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compile data and prepare reports.
- Coordinate evaluation activities with district committees and departments.
- Establish and maintain effective working relationships with others.
- Interpret and explain rules, regulations, procedures, policies, and catalogs regarding student admission, transcript evaluation, degree requirements, and veterans' regulations.
- Maintain confidential and complex files and records.
- Meet schedules and timelines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Perform difficult and technical records evaluation duties.
- Perform math calculations quickly and accurately.
- Plan and organize work.
- Train and furnish work direction to others.
- Type/keyboard at 40 words per minute.
- Work confidentially with discretion.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and four years of increasingly responsible experience in a college or district-level admissions and record office involving interpretation and application of rules and regulations.

WORKING CONDITIONS

Physical Requirements:

- Category III, usually minimum.

Environment:

- Favorable, usually involves an office.