

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EVALUATIONS SPECIALIST

BASIC FUNCTION:

Under the direction of the Registrar within the Admissions and Records Department, evaluate student records to determine graduation eligibility, certification of general education transfer requirements, and eligibility for certificates of achievement and accomplishment and perform related duties as assigned.

REPRESENTATIVE DUTIES:

Review and evaluate academic records and transcripts to determine eligibility for graduation, general education transfer requirements (IGETC/CSU breadth), academic renewal, and/or course repetitions.

Determine eligibility for certificates of achievement and accomplishment.

Evaluate and apply equivalency of courses taken at other colleges and institutions pursuant to current academic, transfer and accreditation standards.

Provide feedback in the development and maintenance of degree audit systems.

Analyze and evaluate student records, transcripts, course descriptions, course sequencing, program, certificate and transfer requirements, course level, unit values and grading systems.

Interpret, apply, and explain complex rules, state regulations, District policies and procedures related to degrees, certificates, transfer, and probation/dismissal rules and status.

Answer questions and provide technical information and assistance to students, counselors, faculty, and others concerning associate and certificate program requirements and the evaluation of student records.

Communicate with other District departments and personnel, educational institutions, community organizations, and other outside organizations and agencies to exchange information and coordinate activities.

Prepare, update, and maintain graduation lists and statistics.

Prepare and maintain a variety of technical and complex records and files related to evaluations activities and functions.

Evaluate military courses and job-related training programs for college credit.

Compile information and data and prepare relevant reports.

Train and provide direction to student assistants and other personnel; assign/review work, and participate in selection/evaluation.

Operate a PC or computer terminal to update records, input data, generate reports, and verify student information; assure accuracy and completeness of data.

Perform other duties, related to the position, as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Degree audit systems, course equivalencies and the ability to assess course comparability;
Modern office practices, procedures, and equipment;
Record-keeping techniques.
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary
Telephone techniques and etiquette
Applicable sections of the State Education Code and other applicable laws
Principles and practices of training and providing work direction
Technical aspects of field of specialty

ABILITY TO:

Evaluate student academic transcripts.
Compute student grade point averages.
Read, interpret, apply/explain rules, regulations, policies/procedures related to student degrees, certificates, and transfer.
Operate a PC or computer terminal to update records, input data, generate reports and verify student information.
Assure accuracy and completeness of data.
Work independently with little direction and confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Communicate effectively, both orally and in writing.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of college-level course work in social sciences, human services, business, or related field; and two years of increasingly responsible experience in a related student services program.

WORKING CONDITIONS:

Office setting
Some travel may be required
Hand and finger dexterity to operate various office equipment
Days and hours may vary
Additional hours may be required

Classified Salary Range 33
Revised and Board Approved: September 5, 2017