

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EVALUATOR I

SUMMARY DESCRIPTION

Under the direction of the Director of Admissions and Records or cognizant administrator, analyze, evaluate and process information, records and transcripts for determining academic credit and eligibility for degrees, vocational certificates and general education certifications; determine transfer equivalencies and enter into the degree audit system; provide information, advice and assistance to students, faculty and administrative personnel regarding specific requirements for various degree programs, vocational certificates, general education certifications and other academic policies.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Evaluator series and requires a demonstrated understanding of academic program requirements and of transcript evaluation processes. Positions at this level are distinguished from the Evaluator II by the level of responsibility assumed and the complexity of duties assigned. Employees at the Evaluator II level perform the most difficult and responsible types of duties assigned to classes within this series and provide initial work guidance and support to employees at the Evaluator I level. Employees at the Evaluator I level are required to learn the full scope of transcript evaluation processes and work independently within a short period of time.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Analyze the academic history of the college curriculum, rules and regulations and determine eligibility for granting of degrees, vocational degrees and general education certifications, in compliance with established rules and regulations such as CSU Breadth and IGETC General Education Certification and Senate Bills in compliance with the Student Success and Support Program (i.e. SB1393, SB440 SB1440) based on knowledge and experience of records, transcripts and official documents. **E**
2. Evaluate and process academic data and transcripts into the degree audit system for counselors and students to develop individual Student Educational Plans. **E**
3. Process individual student transfer equivalencies and course to course into the degree audit system; process degrees, certificates and general education certifications into the degree audit system. **E**
4. Verify accreditation of other institutions from which credits were earned and determine level, content, unit value, unit conversions, transferability, and grading system of courses taken at other colleges; determine credit to be granted toward meeting specific requirements and process in the degree audit system; manually apply Military Credit determined by the Veterans Services department. **E**
5. Determine equivalency of courses taken at other colleges and institutions; check for course repetitions and courses taken out of sequence through research from catalogs, internet or correspondence with other institutions; coordinate, obtain and verify information as appropriate. **E**
6. Review non-traditional educational credits and evaluate transcripts from foreign credentials services for determining college credits or level of competency to apply to the evaluation process for associates' degrees. **E**
7. Use analytical skills to research, articulate and certify California, out-of-state and private/independent college course work in compliance with California State University (GEBR) and the University of California (IGETC and TAG) baccalaureate general education requirements; post certification result into the student information system. **E**
8. Provide information and advice to students and counselors regarding course equivalents, alternatives and options available in qualifying for various degree or vocational programs or in determining other academic options; provide students with advice regarding requirements needed for degrees and vocational certificates in person, by telephone, or written correspondence. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Evaluator I - Continued

9. Analyze and interpret course descriptions; assist other departments by evaluating records for student eligibility, prerequisites and certification; explain program regulations, requirements and institutional policies to students, counselors and administrative personnel; evaluate and process petitions for course equivalency from counselors. **E**
10. Maintain degree audit system for on-line evaluation/advising system including historical files of college curriculum, articulation of coursework within the college, articulation of transfer college coursework and educational objective requirements. **E**
11. Process, review and determine status of petitions and forms; notify students of need for additional information as appropriate; request academic transcripts, records or other information from educational institutions. **E**
12. Award credit for external exams (AP, IB, CLEP, and DANTES) and review external coursework to determine eligibility of grade replacement on the Southwestern permanent academic records. **E**
13. Review college catalog for errors and changes to all general education patterns, majors and graduation requirements for accuracy and intent; advise instructional staff of needed modifications or corrections for degree audit; monitor the degree audit database system to ensure accuracy. **E**
14. Process preliminary evaluation of nursing applications to determine eligibility for program entrance; evaluate for graduation and final certification for the Board of Nursing. **E**
15. Attend and participate in professional meetings and workshops; stay abreast of changes regarding CSU/UC transfer policies and regulations both on and off campus. **E**
16. Operate a variety of office equipment including a typewriter, copier and computer; and related software to obtain, input or update information. **E**
17. Prepare correspondence to obtain records of interpretations of records from other institutions. **E**
18. Assist counselors in the course assessment of other colleges and institutions. **E**
19. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Procedures and methods involved in the evaluation of student records.
Format and interpretation of course records and transcripts of institutions.
Applicable College program requirements, Title V rules and regulations including general education, GE Breadth, IGETC, vocational and associate degrees, AA-T/AS-T, Nursing and transfer admissions criteria.
Principles of authenticating course credits and comparing records of differing formats.
Various college and institution course equivalencies.
Maintenance of student records and transcripts.
Prerequisite determinations.
College catalogs, policies, procedures, graduation requirements and course contents and numbering systems.
Principles and procedures of record keeping.
Applicable section of State Education Code, Executive Orders, FERPA, and other applicable rules and regulations.
California Identification Numbering System (C-ID Descriptors).
Student Transfer Achievement Reform Act (SB1440).
Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases, and 10-key calculator.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Interpret records against criteria thoroughly, consistently, and accurately.
Understand and interpret regulations and requirements and apply them in the evaluation process.
Explain criteria and evaluations to others.
Analyze academic transcripts and make appropriate judgments regarding student records.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Evaluator I - Continued

Maintain accurate and current academic resources which document and update criteria.
Make basic mathematical calculations quickly and accurately.
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Maintain accurate records and prepare reports.
Work confidentially with discretion.
Work effectively with frequent interruptions.
Work independently with little direction.
Understand and follow oral and written instructions.
Prioritize work to meet schedules and time lines.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: an Associate's Degree and three years performing clerical and administrative work in a college or university department office that includes two years of experience in a student services environment performing duties that provide a general understanding of academic program requirements and interpretation of transcripts.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised: February 28, 2017 – replaces Evaluator, *Forsberg Consulting Services*
Revised: November 29, 2017, Human Resources