

TITLE: Coordinator, Academic Evaluations

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general direction, coordinates and performs analysis, evaluation and maintenance of academic records, degree audit evaluation system, and transfer degree and general education certifications. Determines student-athletic eligibility for all intercollegiate team sports; plans and coordinates admissions and records role of the annual commencement ceremony. Serves as liaison to Counseling, Articulation, Transfer, Curriculum, Information Technology and other areas. Coordinates and organizes daily operations of the Evaluations area. 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. Incumbents routinely perform approximately 80% of the duties below.

1. Provides oversight of daily operations, problem-solving and decision-making in the Evaluations area. Analyzes escalated evaluation issues. Interprets policies and procedures and recommends the appropriate course of action and resolution.
2. Conducts meetings to communicate and review program guidelines and service area outcomes. Participates in the development and implementation of new systems designed to support the Evaluation area functions. Implements appropriate evaluation procedures and policies consistent with California Community College, California State University, University of California, and other applicable private or out-of-state college systems.
3. Analyzes and evaluates student athlete academic records to determine athletic eligibility criteria are met to ensure compliance of the California Community College Athletic Association (CCCAA) constitutional articles and bylaws. Participates in athletic program accreditation review.
4. Certifies and provides initial and final season participation reports to appropriate conference commissioner via the CCCAA database management system. Compiles and maintains athletic eligibility statistics for annual state auditor requests.
5. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA), Title 5, and other regulations regarding a student's right to privacy, accuracy, and retention of academic records. Evaluates student academic records received from other educational institutions to ensure District, state and federal regulations pertaining to academic and transfer policies are met for all students; analyzes and verifies record to ensure transfer coursework meets regulations that govern degree, general education and major concentration. Participates in the planning of the annual commencement ceremony. Develops, organizes, and implements timetable related to Admissions and Records graduation requirements for student participation in the annual college commencement ceremony.
6. Determines final eligibility requirements for degrees and reviews student progress toward completion of degree. Evaluates transfer transcripts submitted to complete final degree requirements. Audits end of term grades to determine final degree status.
7. Coordinates and performs degree reviews in accordance with agreements between transferring institutions. Establishes guidelines and practices for evaluators and counselors regarding ADT degree application procedures.

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KEY DUTIES AND RESPONSIBILITIES – Continued

8. Evaluates and researches general education course substitution requests in compliance with District, Title 5 and SB 1440 regulations. Summarizes and compiles relevant documentation for the general education subcommittee.
9. Researches petition waivers related to degree and graduation requirements.
10. Collaborates with related departments regarding statewide initiatives and projects that affect current degree and evaluation practices and procedures.
11. Creates and maintains statistical data, reports, and computerized files related to transfer credit evaluations, degrees, certificates, majors, commencement, and athletics.
12. Supervises and trains, and assists in hiring and evaluating student employees.
13. Serves as a lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Procedures and methods used in evaluating transcripts and course content.
2. Articulation agreements between California State University (CSU), University of California (UC), California Community College Systems, and other colleges and universities, including applicable sections of the Title 5 State Education Code and Family Educational Rights and Privacy Act (FERPA).
3. College catalogs, course descriptions and content, course numbering, and grading systems.
4. Computerized and manual records systems.
5. Principles and practices of data management including applications appropriate to area of responsibility.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Interpret, apply and explain legal mandates, policies, regulations, and guidelines.
2. Meet schedules and timelines.
3. Complete work efficiently with frequent interruptions.
4. Maintain confidentiality.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree required.

EXPERIENCE:

3+ years of admissions and records experience, including previous experience evaluating academic records and/or supporting a specific instructional area required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).