



GRADUATION AND EVALUATION COORDINATOR

SALARY GRADE: [C1-55](#)

DEFINITION:

Under the direction of an assigned administrator, oversee and perform a variety of duties in support of the philosophy and direction of the Evaluation Office. Assure student needs are met regarding assessment and transfer credits, general education certifications, diplomas, certificates and other related issues.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Provide overall direction and guidance to the day-to-day operations; problem solving and decision-making regarding the Evaluation Office. Assure that student needs are met regarding assessment of transfer credits, general education certifications, diplomas, certificates and other related issues. Serve as the primary contact in the evaluations area.
2. Evaluate transfer coursework from domestic college and universities for course equivalency with Foothill or De Anza college courses to clear major and GE requirements for degrees, certificates, CSU and IGETC certification; includes research and review of college catalogs, course descriptions and syllabi for college courses.
3. Oversee and maintain the District degree audit system; communicate with administration and faculty on the interpretation of curriculum sheets ensure that the degree audit system is built correctly to communicate outstanding and met requirements for counselors and students.
4. Develop, recommend, and implement program plans and objectives; conduct meetings to communicate, review program guidelines and service area outcomes; and participate in the development and implementation of new systems designed to support office functions.
5. Serve as a lead and resource to others for data, research, special projects, scheduling and other information pertaining to the program; provide training in the proper operation of program related software.
6. Oversee the performance of assigned staff and provide input to performance evaluations; assign work to other classified personnel, students, and temporary employees. Establish priorities and adjust assignments to assure timely completion.
7. Perform complex research assignments, provide reports as appropriate; utilize spreadsheets and specialized software to provide graphs, charts, and tables, as needed; provide analysis and interpret results.
8. Communicate with administrators and personnel to implement appropriate evaluation procedures, resolve issues and conflicts, and exchange information; communicate with colleges and universities to implement evaluation policies consistent with practices within the California State University system.
9. Develop and update publicity materials to provide evaluation and graduation information; conduct surveys and develop strategies to resolve evaluation procedure problems and establish new procedures as needed.
10. Maintain supplies and materials equipment, catalogs, microfiche, foreign evaluation manuals and reference materials.
11. Operate a computer and related office equipment.
12. Attend a variety of meetings in support of the Evaluations Office.

13. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. College policies, procedures, graduation requirements, general education certification and course contents.
2. Procedures and methods involved in the evaluation of student records and transcripts.
3. College catalogs, course descriptions, course numbering systems and course equivalencies.
4. District, state and federal admissions and records laws, regulations, functions and activities.
5. Curriculum for certificate and degree majors.
6. Record-keeping techniques.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.
9. Operation of a computer and assigned software.
10. Modern office practices, procedures and equipment.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Assure student needs are met regarding assessment of transfer credits, general education certifications, diplomas, certificates and other related issues.
3. Analyze transcripts and make appropriate interpretive judgments.
4. Explain rules, regulations and policies related to the evaluation of student records.
5. Establish and maintain cooperative and effective working relationships with others.
6. Meet schedules and timelines.
7. Plan and organize work.
8. Maintain records and prepare reports.
9. Maintain current knowledge of rules and regulations related to assigned activities.
10. Communicate effectively both orally and in writing.
11. Work confidentially with discretion.
12. Work independently with little direction.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in business, public administration or a related field.
2. Two (2) years of experience in evaluations or a related environment.

License or Certification

1. Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and/or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Sight to view computer monitor and read various materials.

4. Regularly stand, walk, and sit for extended periods of time.
5. Lift moderate to heavy objects up to 60 lbs.

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