



EVALUATION SPECIALIST, SENIOR

SALARY GRADE: [C1-52](#)

DEFINITION:

Under the direction of an assigned supervisor, provide overall direction and guidance to the day-to-day operations, problem-solving and decision-making regarding the College evaluation activities; assure student needs are met regarding assessment of transfer credits, general education certifications, diplomas, certificates and other related issues; participate in Academic Council.

DISTINGUISHING CHARACTERISTICS:

The Senior Evaluation Specialist performs the full range of duties in the Evaluations function. In addition, the Senior Evaluation Specialist coordinates the day-to-day evaluation activities for the entire department and deals with the more complex evaluation issues. The Evaluation Specialist assures that student needs are met regarding assessment of transfer credits, general education certification, certificates and other related issues.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

- 1. Review and prepare Academic Council petitions for full council action and Registrar's signature; provide background information on petitions; serve as liaison between council and students; serve as voting member of Academic Council.*
- 2. Evaluate transfer course work from domestic colleges and universities for course equivalency with college courses to clear major and GE requirements for degrees and certificates and CSU breadth and IGETC certification.*
- 3. Interpret and communicate rules and policies regarding evaluation, GE certification, articulation, assessment and curriculum for counselors and students.*
- 4. Prepare and maintain a variety of files, handbooks, records and reports related to the Evaluation Office; maintain a database for records and track student information; maintain files of GE lists from two to four -year colleges and articulation agreements with four-year colleges.*
- 5. Provide support and resource information to Articulation Officer and matriculation program.*
- 6. Prepare GE certification for CSU Breadth and IGETC; analyze student's records to determine GE pattern and the application of college courses and "pass along" courses.*
- 7. Generate and maintain graduation database; verify individual academic preparation for graduation; verify requirements for Certificate of Proficiency; prepare lists of graduates for various departments; maintain computerized records and prepare reports for tracking of degree and certification programs.*
- 8. Review transcripts to determine appropriate course work and unit equivalent for course work completed prior to attending college; determine the equivalent course from foreign transcripts to meet College requirements.*
- 9. Review and post Advance Placement and CLEP exam scores; complete verification of grade point average computations for Cal Grant applicants.*
- 10. Maintain previous catalogs and curriculum sheets for prior graduation requirements.*
- 11. Operate a computer and other office equipment as assigned.*
- 12. Prepare and maintain a variety of files, records and reports.*

13. *Develop and update publicity materials and evaluation procedures as necessary.*
14. *Attend a variety of meetings as required.*
15. *Perform related duties as assigned.*

EMPLOYMENT STANDARDS:

Knowledge of:

1. *International and domestic transcripts for graduation, IGETC and GE certification.*
2. *Proper techniques involved in evaluating transcripts.*
3. *College codes and California Articulation numbers assigned by the State Chancellor's Office.*
4. *College policies, procedures, graduation requirements and general education certification.*
5. *Familiarity with Title V of the California Code of Regulations.*
6. *CSU, UC and other community college system schools.*
7. *Reference materials and resources available to evaluate traditional and non-traditional course work.*
8. *Foothill and De Anza curriculum, policies and practices.*
9. *Record-keeping techniques.*
10. *Operation of a computer and assigned office equipment.*
11. *Oral and written communication skills.*
12. *Interpersonal skills using tact, patience and courtesy.*
13. *Research methods and techniques.*

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. *Oversee College evaluation activities regarding assessment of transfer credits, general education (GE) certification, certificates and other related issues.*
3. *Prepare, complete and forward to the school of transfer a certification of articulated lower division courses for GE for CSU system schools and the UC system schools including transfer courses taken at other colleges.*
4. *Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making.*
5. *Provide for reporting and accountability of evaluation office.*
6. *Explain rules, regulations and policies related to evaluation of student records.*
7. *Make arithmetic calculations quickly and accurately.*
8. *Communicate effectively both orally and in writing.*
9. *Work confidentially with discretion.*
10. *Maintain records and prepare reports.*
11. *Establish and maintain cooperative and effective working relationships with others.*
12. *Analyze situations accurately and adopt an effective course of action.*
13. *Meet schedules and time lines.*
14. *Work independently with little direction.*
15. *Plan and organize work.*
16. *Type at an acceptable rate of speed.*

Education and Experience

Any combination equivalent to:

1. *Bachelor's degree in a related field.*
2. *Two (2) years evaluation experience.*

WORKING CONDITIONS:

Environment:

1. *Office environment.*
2. *Constant interruptions.*

Physical Abilities:

1. *Hearing and speaking to exchange information in person and on the telephone.*
2. *Dexterity of hands and fingers to operate computer keyboard.*
3. *Seeing to read various materials.*
4. *Standing for extended periods of time.*
5. *Reaching overhead, above the shoulders and horizontally.*
6. *Bending at the waist, kneeling or crouching.*
7. *Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.*

Hazards:

1. *Contact with dissatisfied or abusive individuals.*

Date Approved: March 1, 1999, Revised: November 16, 2005
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