

**JOB TITLE:** Evaluator

**PAY GRADE:** CL 20

**LAST REVISED:** August 2022

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Sierra College has committed to foundationally re-engineer its programs and services using Guided Pathways to increase student achievement, ensure student equity, and effect timely goal completion. Under the direction of a designated administrator, the Evaluator oversees a continuous caseload of assigned students, and the position exercises independent judgement through the application of complex academic rules and regulations in order to: analyze and articulate incoming transcripts and other academic records; ensure proper student information is available for educational planning; and review and verify student eligibility to earn certificates or degrees. This position works as part of a high energy, cross-departmental team to provide timely information to students and employees in direct support of the District's student equity and success goals. The Evaluator assists in equity and completion efforts through coordinating systematic reviews of academic records and degree audit functions and communicates with students through these processes.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students, and values the rich diverse backgrounds that make up the campus community. The Evaluator must demonstrate an understanding of and experience with successfully supporting individuals with varying backgrounds, including persons with disabilities, various gender identities and sexual orientations, individuals from historically underrepresented communities, and other groups. The Evaluator will effectively ensure the District develops and provides strategies for student success, as well as student-centered practices and policies committed to eliminating equity gaps.

**REPRESENTATIVE DUTIES-** *The following duties are typical for this job 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. Research other educational institutions and verifies acceptable accreditation; evaluates and articulates transfer coursework from other colleges and universities for course equivalency with college courses to clear major and GE requirements for degrees and certificates, as well as CSU Breadth and IGETC certification.
2. Manages and coordinates a high-volume, continuous caseload of assigned incoming and current students needing timely complex academic records evaluation; exercises judgement through the application of complex academic rules and regulations in order to analyze and articulate incoming transcripts and other academic records.
3. Exercises independent judgment to determine if transfer curriculum is degree applicable; differentiates lower and upper division coursework; analyzes and determines if courses satisfy graduation requirements or whether to recommend substitution of courses.
4. Exercises independent judgment regarding academic records evaluation through comprehensive review and research of Title V, IGETC Standards, CSU Executive Order 1100, Course Outlines of Record, Transfer Model Curriculums, college catalogs, course descriptions, and syllabi for each lower division and degree applicable course.
5. Develops, tests and maintains multiple databases including the student information system,

- transfer evaluation system (TES), document imaging system, degree audit system, and student educational planner for purposes of articulating course equivalencies and advising.
6. Builds and applies transferable course(s) to a student's academic record, ensures reflection on the student's educational planning tool, and updates degree audits to assist with case management efforts.
  7. Evaluates Associate Degrees for Transfer (ADT), Associate of Arts (AA), and Associate of Science (AS) degree requests; evaluates all certificate requests; case manages all degrees and certificates, including an initial evaluation and final audit.
  8. Calculates student cumulative grade point average (GPA) for degrees, including Honors status and transfer; interprets varying grade scales; converts multiple calendar systems to a semester calendar.
  9. Posts award information to each student's record; communicates with students throughout the entire evaluation process, including if deficiencies are found and the outcome of their final audit.
  10. Maintains and provides data bi-annually to the California State University system (eVerify) to assist in transfer admissions decisions.
  11. Collaborates with IIT to implement new technologies in alignment with State initiatives and institutional goals for student success and equity. Works with IIT to create testing scenarios, identify expected outcomes, and identify issues to new and existing technologies and programs prior to implementation.
  12. Research complex requests to provide clearance decisions for prerequisites.
  13. Reviews, evaluates, and processes a wide range of high school transcripts, and communicates with students regarding review and evaluation results.
  14. Interprets and communicates policies regarding transcript articulation and degree evaluation.
  15. Provides support and participates in various aspects of curriculum development and maintenance as assigned.
  16. Communicates effectively and directly with Department Chairs, Faculty, Division Deans, and the Articulation Officer in order to make determinations regarding course equivalencies and course substitutions.
  17. Collaborates with counseling faculty, Success Network Teams, and other student services personnel to proactively support students in understanding their pathways to credential attainment.
  18. Coordinates and collaborates with district IIT staff to ensure the accuracy of award data reported through relevant technology platforms to the Management Information System (MIS) to the State Chancellors Office.
  19. Participates in the development and implementation of appropriate methods and procedures to optimize efficient and effective delivery of services, including academic records evaluation and degree audit processes, to potential and enrolled students.
  20. Connects students to Counselors for educational planning, transfer and career planning, and personal and crisis counseling.
  21. Functions as a technology resource for staff, counselors and other faculty for information and assistance.
  22. Provides a wide variety of administrative support, may include but not limited to: composes correspondence; attends meetings and serves on committees; develops forms; reviews, analyzes and completes requests; maintains and provides information and resource materials.
  23. Trains and provides work direction to assigned student workers and temporary help as needed.
  24. Maintains knowledge of departmental procedures, methods, and equipment including computers, internet research, database, and Microsoft Suite applications.
  25. Performs other duties as assigned.

**QUALIFICATIONS** - *The following generally describes the knowledge and abilities required to enter the job and/or to be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Applicable laws, codes, regulations, policies and procedures as related to post-secondary education institutions.

- Methods of collecting and organizing data and information using computer-based records and retrieval systems.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Record-keeping and report preparation techniques.
- Culturally inclusive/equity-minded practices/strategies
- The needs of historically underrepresented and disproportionately impacted students in higher education.

**Ability and Skills to:**

- Comprehend complex rules, to interpret and apply them appropriately towards acceptance of transfer of credits from other institutions.
- Work independently as well as in groups.
- Analyze information, define problems, identify and evaluate possible solutions, formulate and document conclusions.
- Identify appropriate resource materials and effectively research an issue or policy.
- Organize complex information from a variety of sources, in a variety of formats, and write concise summaries; understand and apply information in college catalogues, course schedules, courses of study outlines and course syllabus.
- Adapt and apply rules and standards as they evolve, in making transfer of credit decisions.
- Recognize similarities and inconsistencies in records (i.e. repetition of course content, inaccurate or false records).
- Perform arithmetical calculations with speed and accuracy.
- Understand and independently carry out oral and written instructions.
- Articulate policies and procedures to a variety of social, cultural and educational backgrounds.
- Establish goals, set priorities and pursue projects to completion to achieve individual and office objectives.
- Operate technological equipment; organize and prioritize assigned workload to meet established timelines/deadlines.
- Understand and apply pertinent Federal, State and local laws and codes.
- Interpersonal skills using tact, patience and courtesy
- Cultivate and sustain ongoing collaborative relationships with community college students, faculty, staff and management, as well as community members.
- Effectively interact with people from diverse backgrounds in person, virtually, and in groups.
- Function well under pressure; plan and organize workload to meet changing priorities and deadlines

**Education and Experience Guidelines:** Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

**Required:** An Associate Degree or the equivalent in coursework (60 semester units) from an accredited college or university.

**Experience:**

**Required:** Two years of responsible detailed work involving record analysis, record-keeping, or related experience providing comparable services to students or diverse community members.

**Preferred:** Similar experience in Student Services/Affairs at a university, college or high school campus.

**Licenses or Certificate:** Possession of, or ability to obtain, a driver's license may be required.

**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.

**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 walk, 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; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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