

Evaluation Specialist - Reedley College
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249445>

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Posted Nov. 22, 2024, set to expire Dec. 16, 2024

Job Title	Evaluation Specialist - Reedley College
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Nov. 22, 2024
Application Deadline	12/16/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Evaluation Specialist - Reedley College

Salary: \$65,316.00 - \$80,330.00 Annually

Location: Reedley College, CA

Job Type: Permanent

Division: RC Student Services

Job Number: 2024094

Closing: 12/16/2024 11:59 PM Pacific

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General Purpose

Under general supervision, performs complex technical duties evaluating and analyzing student academic records to determine eligibility for degrees or certificates; serves as a technical resource in making determinations on the more complex records evaluation cases; provides lead-level direction to lower-level Admissions and Records employees; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides input in selecting, training and providing day-to-day lead work guidance and direction to other staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
2. Provides input to manager on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
3. Serves as lead academic record evaluation resource providing technical guidance and assistance to evaluation staff and information to students, counselors, faculty and staff regarding the interpretation of District policies, procedures, and federal/state regulations as it relates to graduation and CSU/UC general education certification; explains basis for evaluation, researches student complaints, resolves problems and makes corrections as needed; provides recommendations on policy, process and procedures enhancements.
4. Updates and maintains the degree audit systems.
5. Provides information and technical assistance to other colleges, universities and institutions outside of the District regarding course transfers, course equivalencies, course descriptions and other evaluation-related requirements.
6. Evaluates student academic records to determine student advanced standing following established procedures, in consultation with the Articulation Officer; verifies completion of educational requirements for degrees, certificates, California State University General Education (GE) breadth requirement certification and Inter-segmental General Education Transfer Curriculum (IGETC) Certification.

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7. Evaluates graduation applications; prepares, updates and maintains graduation lists; updates records of student academic standing including removing holds; prepares department approval and distributes for signature diploma and certificate lists; distributes diplomas and certificates to students and alumni; assists with coordination of graduation ceremonies.
8. Conducts degree audits to ensure students meet all requirements and prepares IGETC and GE certifications; researches and corrects degree audit discrepancies based on established guidelines; updates and maintains the degree audit system; assists with grade intake at semester end.
9. Prepares correspondence to students on graduation and degree requirements, evaluation status, additional required documentation, and regarding other evaluation-related issues; maintains a variety of standard office and specialized records and files; creates and maintains spreadsheets and databases to track petitions, electronic and paper files, activities and services.
10. Scans and maintains all student supporting documentation to meet retention and audit requirements; maintains and ensures the confidentiality of all student documents and records in accordance with the Family Educational Rights and Privacy Act and established District policies and procedures.
11. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

1. Provides backup for other admissions and records staff.
2. Assists at graduation ceremonies by preparing graduation lists, prepare and distribute reader cards, regalia, and other ceremony activities.
3. May assist Curriculum Analyst and Articulation Officer by creating and maintaining major sheets, degree/ certificate and program requirements in computer systems.
4. Reviews course waiver/substitution petition forms and nontraditional education materials for granting college credits.
5. Performs related duties as assigned.

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Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Methods, techniques and sources of information used in analyzing and evaluating student records and transcripts.
2. Practices, techniques and terminology involved in academic structures, transfer of credit and curriculum interpretation in post-secondary educational institutions.
3. District policies and procedures regarding curricula and instructional programs offered by District colleges and associated degrees and certificates.
4. District graduation requirements and general education transfer requirements.
5. Customer service practices including telephone and email etiquette.
6. District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
7. Policies, procedures, goals and objectives of a college admissions and records department.
8. Research methods and procedures applicable to academic records.
9. The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student admissions and records.
10. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
11. Safety policies and safe work practices applicable to the assignment.
12. Personnel Commission Rules, Board Policies and Administrative Regulations, Human Resources Procedures and collective bargaining agreements.
13. Basic principles and practices of employee work guidance and direction.
14. Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

1. Assign and review the work of assigned staff.
2. Evaluate student academic records in compliance with the California Education Code, Title 5, board policy, administrative regulations and college catalogs.
3. Interpret, explain and apply complex legal mandates, regulations, guidelines, policies and

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procedures applicable to assigned responsibilities with consistency and a high degree of accuracy.

4. Provide customer service in person, over the phone and electronically, sometimes to confrontational individuals.
5. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
6. Maintain confidentiality of District and student files and records.
7. Performs mathematical calculations.
8. Set priorities and exercise sound judgment within areas of responsibility.
9. Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
10. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Operate a computer and use standard business software.
14. Represent the District effectively to students, counselors, faculty and other colleges.
15. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student situations.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

An associate degree and at least four years of progressively responsible experience in academic records, counseling, advising or matriculation services in a higher education institution; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10

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pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption; and intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (must include when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

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All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (55% weight) and an oral interview assessment (45% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOW:

COMPETENCY ASSESSMENT: DECEMBER 20, 2024

ORAL INTERVIEW ASSESSMENT: JANUARY 8, 2025

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Reedley College Open-Competitive List. Using the same process, a separate Reedley College Promotional List will be established and both Lists will be used concurrently. **The eligibility list will be used to fill current vacancies in this classification at Reedley College only for at least six months.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

State Center Community College District is an Equal Employment Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal



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employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4738541/evaluation-specialist-reedley-college>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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