

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Evaluator Coordinator	Range:	43
Date Revised:	November 9, 2021	Date Approved:	October 26, 2021

### PRIMARY PURPOSE

This position is responsible for independent coordination of complex evaluation of student academic programs and records including the analysis and evaluation of student records and transcripts for graduation, transfer and certification. This may include specialized work with student athlete eligibility. Incumbents must possess a thorough knowledge of all phases of enrollment services.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinate and organize the day-to-day activities within an assigned service area in Enrollment Services or assigned department to assure efficiency of operations; research and investigate problems and identify appropriate solutions. Act in the absence of assigned administrator.
2.	Ensure implementation and maintenance of established local, state, federal, District policies and procedures and other agencies; ensure compliance with all regulations related to student records and athlete eligibility; including as established by conference constitution and bylaws of the National Collegiate Athletic Association (NCAA) and California Community Colleges Athlete Association (CCCCAA), and other conference and professional associations. Assist in the development of revised District policies and procedures as necessary.
3.	Monitor student athletic eligibility in accordance with state conference and District policies, procedures, and regulations. Design, prepare, and maintain student athlete records for the campus. Provide analysis and reporting of student athlete statistics and files with the appropriate administrative agency.
4.	Develop, coordinate, and deliver informational materials, presentations and workshops regarding programs and services; develop materials for distribution to promote activities and services; coordinate and participate in outreach activities to promote educational awareness, opportunities and services of the area of assignment.
5.	Gather data and prepare statistical reports as directed; ensure compliance with applicable rules, regulations, policies and procedures, and state and federal laws; maintain a variety of difficult and complex documents records, statements and reports. Compute statistical data for graduation and verify completion of final semester courses and calculate and track cumulative GPA; determine eligibility for graduation.
6.	Represent the District as an active member and participant at local, regional, and state meetings; attend conference meetings related to assignments as required. Act as District representative/liaison both internally and with external partners and organizations.
7.	Evaluate academic records and transfer credits to determine student eligibility for admissions, general education requirements, programs, degrees and vocational certificates; coordinate printing of certificates and awards.
8.	Analyze and audit traditional and non-traditional education materials for possible granting of college credits and maintains current knowledge of high school graduation requirements in California and elsewhere.
9.	Provide technical assistance to students, faculty and staff on the interpretation of District policies and procedures, and federal and state regulations related to admissions, transfers, graduation, etc.

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10.	Analyze and apply local, state, and national college requirements; explain basis for evaluation made and provide information to students and faculty on evaluations and college requirements.
11.	Analyze course descriptions; assist departments in evaluating courses for certificate programs.
12.	Review, analyze and prepare student petitions, including academic exceptions and academic renewals; participate in meetings regarding student petitions and provide resource information.
13.	Assist and advise counselors regarding student records and makes appropriate recommendations and corrections; compile and verify information for State and Federal reports.
14.	Provide information and assist other admissions and records staff, counselors, instructors, other District departments, and outside agencies as needed or assigned; assist in registration as assigned.
15.	Process attendance accounting and collection and recording of student grades, degrees and vocational certificates; process student program changes.
16.	Train and provide work direction and guidance to others as directed.
17.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
18.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
19.	Perform related duties as assigned.

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## OTHER FUNCTIONS

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## WORKING RELATIONSHIPS

The Evaluator Coordinator maintains frequent contact with co-workers in the Admissions and Records Office, various departments, outside agencies, students, faculty and the public.

## EDUCATION AND EXPERIENCE

### Minimum Qualifications

A Bachelor's degree from a regionally accredited institution and three years of increasingly responsible professional experience within an environment with high emphasis on customer service and program coordination, preferably in an educational setting OR sixty (60) semester units and five (5) years of experience related to the position OR a combination of equivalent education and experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of National Collegiate Athletic Association (NCAA) and California Community Colleges Athlete Association (CCCAA), and other conference and professional associations.  
Knowledge of high school graduation requirements in California and elsewhere  
Knowledge of local, state, and national college requirements  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

College or District indoor office environment; subject to constant interruptions and frequent interaction with administrators, management, faculty, and staff; sitting, standing, and walking for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities and fine finger manipulation; occasional travel to other locations to attend meetings or conduct work. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.

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