

PALOMAR COMMUNITY COLLEGE DISTRICT

SUPERVISOR, EVALUATIONS AND RECORDS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Direct, coordinate and participate in the evaluation and maintenance of student records to determine enrollment and graduation eligibility and certification of general education requirements; train, schedule, supervise and evaluate assigned personnel.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Enrollment Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Direct, coordinate and participate in the review, evaluation and maintenance of student academic records and transcripts to determine enrollment and graduation eligibility and certification of general education requirements.
2. Train, assign, schedule, supervise and evaluate assigned records and evaluations staff; monitor workflow and adjust assignments as needed to assure effective and efficient operations; discipline staff as needed according to established policies and procedures.
3. Analyze and determine a course of action on more difficult and technical evaluations and records policies and procedures; develop and revise procedures and train assigned staff in various technical areas.
4. Provide statistical information to various college departments; advise administration, faculty and staff of need for change in current procedures and policies; interpret State regulations for faculty and staff; assist Director in developing long-range plans for records maintenance and dissemination of various information to District departments.
5. Coordinate with the District Articulation Officer in the interpretation and implementation of transfer regulations; provide direction and information to the Academic Review Committee regarding college policies and procedures; coordinate unit automated functions with Information Systems for records and evaluations programs needs and changes.
6. Determine equivalency of courses taken at other colleges and institutions; check for course repetitions and courses taken out of sequence; research and verify level, content, unit value and grading system from catalogs or through correspondence with other institutions.
7. Answer questions and provide technical information and assistance and training to departments, deans, faculty, counselors, students and others concerning the evaluation of student records; interpret, apply and explain District and State evaluations rules, regulations, policies and procedures; refer complex problems and issues to the Director.

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8. Compile information and data and prepare various reports related to evaluations, graduation, attendance and other assigned areas of responsibility; distribute materials to District and State offices as appropriate.
9. Prepare and maintain a variety of technical and complex records and files related to assigned activities and functions; develop and maintain complex database.
10. Process, review and determine status of applications and forms; notify students of need for additional information as appropriate; request transcripts, records or other information from education institutions.
11. Evaluate and process petitions for course repetition and reinstatement in the absence of the Director; resolve requests for exceptions to academic procedures and policies.
12. Assist with student registration as required.
13. Operate office machines, including a computer terminal, typewriter, microfilm and microfiche reader/printers, scanning machine and copier; enter, revise and retrieve data and generate computer records, lists and reports.
14. Support, implement and promote compliance with the District's Faculty and Staff Diversity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
15. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
16. Participate in shared governance through service on planning and/or operations committees and task forces.
17. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- College policies, procedures, graduation requirements, general education certification and course contents.
- Procedures and methods involved in evaluating student records, admissions and transcript and degree requirements.
- Maintenance of student records.
- College catalogs and course descriptions, numbering systems and equivalencies.
- Principles and practices of supervision and training.
- District, State and Federal admissions and records laws, regulations, functions and activities; applicable sections of the State Education Code and other applicable laws.
- Recordkeeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.
- Basic math.

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Ability to:

- Direct, coordinate and participate in the evaluation and maintenance of student records to determine enrollment and graduation eligibility and certification of general education requirements.
- Perform complex and technical clerical work related to college records.
- Analyze transcripts and make appropriate interpretive judgments.
- Train, supervise and evaluate personnel.
- Coordinate evaluations and records activities with District committees and departments.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain confidential and complex files and records in compliance with State regulations.
- File and inspect documents and perform mathematical and algebraic calculations rapidly and accurately.
- Add, subtract, multiply and divide quickly and accurately.
- Type at an acceptable rate of speed.
- Work independently with little direction
- Operate a computer terminal.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Plan and organize work.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Work confidentially with discretion.

EXPERIENCE AND EDUCATION

Any combination equivalent to two years college-level course work in general education, business, social science or related field and three years increasingly responsible admissions, records and evaluation experience involving frequent public contact.

WORKING CONDITIONS

Admissions and registration office environment; subject to constant interruptions.