

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Prerequisite Evaluator

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Job Code: J1325

Original Date: 10/1999

Last Revision: 11/2016

Staff Type: Classified

FLSA status: Non-exempt

Unit: Office Technical

Salary Range: 21

DEFINITION

Under the direction of the Director, Student Services, or assigned manager, perform complex technical duties involved in research, analysis, and evaluation of student records and transcripts for prerequisite equivalency to SDCCD courses. Provide technical assistance to students, staff, counselors, faculty, and administrators regarding rules, regulations, policies, and procedures related to prerequisites, admissions, and evaluation of student records.

DISTINGUISHING CHARACTERISTICS

The Prerequisite Evaluator classification is distinguished from the Evaluator classification in that incumbents in the Prerequisite Evaluator classification are responsible for the evaluation of student records for prerequisite equivalencies. Incumbents perform the technical duties of evaluating student records and transcripts related to course prerequisites. Incumbents must possess a thorough knowledge of all phases of admissions and records. Incumbents also train and provide work direction and guidance to Student Services Assistants assigned to the admissions and records area. The Evaluator classification is responsible for the evaluation of student records for completion of requirements for the Associate degree and/or the Certificate of Achievement and completion of general education requirements for admission to a state college or university.

EXAMPLE OF DUTIES

1. Evaluate and/or interpret transcripts from colleges/universities and high schools for prerequisite courses and units completed; verify level, content, unit value, and grading system from college/university catalogs, contacts, or through correspondence with institutions involved. Review and evaluate non-traditional education documents for possible granting of college credits.
2. Update and input data to Student Services Information System (ISIS) or Permanent Record Directory System (PRDS) as well as various web applications.
3. Provide technical assistance to students, staff, counselors, faculty, and administrators in the interpretation of the California Education Code and district policies and procedures. Interpret prerequisite requirements and explain the basis of evaluation made and provide information to students and staff on prerequisite requirements.
4. Prepare and mail correspondence to students; review, analyze, and prepare student petitions, including academic exceptions and academic renewals; maintain and update files of prospective graduates; compute statistical data for graduation and verify completion of required courses.
5. Assist Evaluators with evaluation of student records and transcripts for completion of requirements for the Associate degree and/or the Certificate of Achievement and completion of general education requirements for admission to a state college/university and GPA calculations. Interpret course descriptions; assist departments in evaluating courses for certification programs. Prepare and mail correspondence to students; review, analyze, and prepare student petitions, including academic exceptions and academic renewals; maintain and update files of prospective graduates; compute statistical data for graduation and verify completion of required courses.
6. Lead, train, and provide work direction and guidance to other staff.

7. Review, analyze, and prepare student petitions, including academic exceptions and academic renewals; participate in meetings regarding evaluation policies and procedures; and provide resource information.
8. Participate in a variety of campus and district meetings.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Academic policies and procedures.
Admission and prerequisite requirements.
Applicable sections for State and federal laws and codes.
Applicable sections of California Education Code and other laws.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Modern office practices, procedures, and equipment, including computers and applicable software applications.
Oral and written communications skills.
Record-keeping techniques.
Rules, regulations, policies, and procedures of the admissions and records office.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Compile data and prepare reports.
Establish and maintain effective working relationships with others.
Interpret and explain rules, regulations, procedures, policies, and catalogs regarding student admission, transcript evaluation, and prerequisite requirements.
Maintain confidential and complex files and records.
Meet schedules and timelines.
Operate computers and applicable software applications.
Perform complex and technical records evaluation duties.
Perform math calculations quickly and accurately.
Plan and organize work.
Train and provide work direction to others.
Type/keyboard at 45 words per minute.
Work confidentially with discretion.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and two years of increasingly responsible experience in a college/university admissions and records office involving interpretation and application of rules and regulations.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office.