PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title:  Assessment/School Relations Coordinator

Department:  Counseling  
Staff Category:  Confidential and Supervisory Team (CAST)  
FLSA Status: Non-Exempt  
Salary Range: 45  
Supervision Received From:  Dean, Counseling Services  
Original Date: August 2014  
Supervision Given:  Assigned Classified, Short-Term, Student, and Volunteer Employees  
Last Revision: August 2014  

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.

JOB SUMMARY.

Responsible for developing, planning, scheduling, coordinating, implementing, and supervising academic assessment, advising, and orientation programs to determine eligibility and matriculation requirements for new and transfer students; to develop, plan, schedule, coordinate and promote high school outreach programs; to administer the College’s PEER Ambassador program; and to interact extensively with other departments regarding assessment program and placement processes.

DISTINGUISHING CHARACTERISTICS.

The Assessment/School Relations Coordinator is distinguished from other Student Services classifications by its responsibility for academic assessment, advising, and orientation programs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Designs, develops, schedules, and implements the Early Acceptance Program (EAP) at multiple high schools, including performing assessments at high schools and major events held at the college, including orientations, tours, department fairs, and registration events.

3. Schedules, coordinates, conducts, and assigns assessment/orientation sessions held at the college and at education centers.

4. Administers the District’s outreach/PEER ambassador program, including budget preparation and control and developing, supervising, evaluating, and training staff on applicable new programs and services; coordinates regular visits with applicable schools.

5. Develops, coordinates, and implements campus tours.
6. Provides individual assessment to students, including facilitating interviews, assessing needs and interests, identifying individual requirements, evaluating transcripts and test scores, and determining program eligibility; determines matriculation status of students.

7. Compiles statistical information and prepares reports for PEER program and assessment/placement for all new Palomar College students and EAP.

8. Serves as the college’s primary point of contact/liaison for the University of California, San Diego UniversityLink Program; designs, schedules, coordinates, and participates in educational events to promote the guaranteed transfer program.

9. Provides guidance to students, parents, and the public on the availability of programs and services at the college, including education centers; responds to questions regarding classes, admissions, and registration procedures.

10. Conducts research and analyzes assessment procedures of other colleges and organizations; recommends modifications to existing processes as necessary.

11. Schedules appointments and provides general college information.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Supervisory principles.

2. Principles and procedures of student academic assessment.

3. State matriculation and eligibility policies and procedures.

4. Community college information, services, policies, and procedures.

5. Event planning principles and practices.

6. Methods and techniques of high school outreach.

7. Principles and procedures of program coordination and implementation.

8. Public relations principles and practices.

9. Modern office procedures, methods, and equipment.

10. Applicable federal, state and local codes, laws and regulations.

**Skill in:**

1. Supervising, training and directing the work of others.

2. Utilizing a computer and related software applications.

3. Interpreting and applying applicable rules, regulations, and policies.
4. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Developing and maintaining a budget.
7. Providing customer service.
8. Analyzing complex data.
9. Communicating effectively, both verbally and in writing.
10. Preparing and maintaining staffing schedules.
11. Mediating difficult and/or hostile situations.
12. Preparing, analyzing, and maintaining a variety of records and reports, ensuring accuracy of information.
13. Coordinating, implementing, and supervising assessment, advising, and orientation programs.
14. Setting up computerized testing at off-campus sites.
15. Speaking in public.
16. Planning and coordinating meetings and events.
17. Assessing student needs, interests and requirements.
18. Determining eligibility and matriculation requirements for new and transfer students.
19. Coordinating and promoting high school outreach programs.
20. Providing guidance to students and the public on the availability of programs and services.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible student assessment and eligibility experience including supervisory or lead responsibilities.

**Education/Training:**

College-level coursework from an accredited institution in business administration, communications, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, a valid, appropriate California driver's license.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Office environment; extensive contact with students; travel from main campus to high schools and education centers.
Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties; near visual acuity to read and evaluate transcripts and records. Must be able to travel between education centers, satellite sites and other District locations.