

Supplemental Instruction (SI) Leader Job Description

SI Leader Qualifications

1. Sophomore standing or above is preferred.
2. An overall GPA of 3.0 or above is preferred.
3. A grade of "B" or above in the selected course is preferred; prior enrollment with the professor who is to teach the selected course is preferred.
4. Content-competency (determined by the selected course professor) is required.
5. Good interpersonal and communication skills are required.

Primary Activities

1. Attend all class meetings of the selected course, take notes, do homework, and read all assigned materials including text(s) and supplemental readings.
2. Conduct one or more 50-minute study sessions per week throughout the term using strategies learned through the SI Leader Training Workshop.
3. Regularly meet with your SI mentor for debrief sessions.
 - a. Discuss observations of the SI sessions.
 - b. Discuss the creation and use of SI session handouts.
 - c. Discuss the planning of SI sessions and use of a wide variety of learning strategies.
4. Assist SI supervisor in training other SI Leaders.

Secondary Activities

1. Provide extra SI sessions and/or marathon sessions as necessary (e.g., prior to exams).
2. Provide handouts for use during SI sessions.
3. Ascertain course requirements and maintain contact throughout the term with the course professor.
4. Meet with other campus SI Leaders and supervisory staff at scheduled meetings.
5. Other duties as assigned by the director or supervisor.

Maintenance Activities

1. Complete necessary personnel paperwork.
2. Attend SI Leader Training Workshop prior to the beginning of the fall term.
3. Work with the class members to select appropriate times and scheduling of SI sessions.
4. Make periodic announcements about the availability of SI sessions to the students.
5. Ensure that initial SI Surveys, Mid-term SI Feedback Surveys, and End-Of-Term Surveys are distributed and assist with data analysis.
6. Collect attendance data for every SI session, including student names, course title, date, and time of session.
7. Maintain a professional attitude about matters such as class standards, grades, and student complaints.
8. Model appropriate professional attitudes and behaviors to staff, students, and others.
9. Provide your SI mentor and supervisor with an up-to-date schedule of your SI sessions.
10. Notify your SI mentor and supervisor in advance if you cannot conduct an SI session as scheduled.
11. Notify the SI supervisor if any questions, concerns, or problems come up.