



# Supplemental Instruction Leader

## JOB DESCRIPTION

As a component of The Learning Center, Supplemental Instruction (SI) supports students enrolled in historically difficult classes. SI provides support in the form of a one-unit, CR/NC course (S/I 60). Each SI section is attached to a specific course (target course). SI Leaders, students who have already succeed in the course, attend lectures with the students and lead 2 - 3 weekly study sessions in which they facilitate a variety of hands-on learning activities to foster a deeper understanding of the course material.

SI are collaborative experiences to (1) help students master course content and (2) encourage reflection on their evolution as a life-long learner.

### Duties include, but are not limited to, the following:

- Hold SI sessions according to course schedule
- Attend pre-semester orientation and weekly in-semester training
- Attend each target course lecture and model ideal student behavior
- Prepare lesson plans for each SI session
- Meet regularly with faculty teaching the target course
- Hold office hours for student visits
- Maintain records of student attendance and performance
- Periodically meet with SI Coordinators
- Respect the privacy of student information, grades, and performance
- Conduct peer observations of other SI leaders sessions
- Maintain a professional working environment in the classroom, on-campus, and online environment
- Other duties as assigned.

### Hourly Breakdown

<i>ACTIVITY</i>	<i>HOURS</i>
Attending the target lecture	3 hrs/week
Leading the SI Sessions	3 hrs/week
Preparing for SI Sessions	3 hrs/week
Holding weekly office hours	1 hr/week
Weekly Trainings	1 hr/week
Meet w/ Faculty Partner	.5 hr/week
Other tasks (including meetings and observations)	1-2 hrs/week

### Minimum Requirements

- 3.0 cumulative GPA
- A or B in SI Target Course
- Effective leadership, collaboration, and communication skills
- Organizational and time management skills
- Must be matriculated CSULB undergraduate or graduate student

Starting Pay Rate is \$16.25



THE LEARNING CENTER



SSC-160



TLC-SI@csulb.edu