



# Supplemental Instruction Leader Job Description

Supplemental Instruction (SI) is a support service offered by the university in the form of a one-unit, CR/NC course. Each SI section is attached to a specific course (target course). SI Leaders attend lectures with the students and then lead two or three weekly sessions in which they facilitate a variety of hands-on learning activities to foster a deeper understanding of the course material. The purpose of SI is twofold: we want to help students master course content while also encouraging them to reflect on their evolution as a life-long learner—all with an eye toward helping students achieve their fullest potential at CSULB and in the future.

Expectations of SI Leaders include, but are not limited to, the following:

- Hold SI sessions according to course schedule.
- Attend orientation and in-semester training as required.
- Attend each target course lecture and demonstrate ideal student behavior.
- Prepare lesson plans for each SI session.
- Meet regularly with faculty teaching the target course.
- Hold office hours for student visits in the LAC.
- 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 leader sessions.
- Maintain a professional working environment in the classroom and on campus.
- Other administrative tasks as assigned.

Hourly Breakdown	
Attending the target lecture	3 hrs/wk
Leading the SI sessions	3 hrs/wk
Preparing for the SI sessions	3 hrs/wk
Holding weekly office hours	1 hr/wk
Mentor Trainings	1 hr every 2 weeks
Other tasks (including meetings, observations)	1 – 2 hrs/wk
<b>TOTAL</b>	<b>10 – 13 hrs/wk</b>

SI Leader Minimum Requirements
<ul style="list-style-type: none"> <li>✓ 3.0 GPA</li> <li>✓ A or B in target course of SI</li> <li>✓ Growth mindset</li> <li>✓ Great communication skills</li> </ul>

Supplemental Instruction Leaders fall into the following three categories:

Tier	Pay Rate	Criteria
<b>SIL I</b>	\$13.25 / hr.	SI Leaders working in their <b>first</b> semester in this role.
<b>SIL II</b>	\$13.50 / hr.	When applying for their <b>second</b> semester of employment, SI Leaders are eligible to move up to this pay rate provided they meet the following criteria: <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular attendance at orientations / meetings / trainings</li> <li><input type="checkbox"/> Positive reviews of job performance by SI supervisor(s)</li> </ul>
<b>SIL III Mentor</b>	\$13.75 / hr.	SI Mentors are selected by the program coordinators based on stellar job performance. Mentors guide a group of 6 – 7 SI leaders throughout the semester. They lead group trainings and perform extra peer observations.