

RIVERSIDE COMMUNITY COLLEGE DISTRICT
(Unofficial) CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Online Supplemental Instructional (SI) Leader

BASIC FUNCTION: Under the supervision of the SI Coordinator, the SI Leader is responsible for attending assigned classes online, working in coordination with assigned faculty, facilitating two weekly group study sessions online, and completing accurate and timely paperwork.

WAGE PAY/HOURS:

DEPARTMENT: Academic Support

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicate regularly with and follow the direction of the SI Coordinator.
- Sign in on blackboard to all assigned classes, SI sessions, trainings, and in-services.
- Promote SI session attendance through online class announcements and other Marketing Ideas.
- Prepare for SI sessions by incorporating SI training into sessions.
- Schedule and hold a minimum of two SI sessions per week per course to meet students' needs.
- Implement the Collaborative Learning Techniques into every session.
- Develop proper Study Skills into every SI session.
- Complete accurate paperwork to assist the SI Program with data collection.
- Ensure all Beginning of Term, Midpoint, and End of term Benchmarks are given to professors to complete and turn in.
- Be a team player (i.e. share ideas and suggestions for improving practice/program with other SI leaders and/or the SI Coordinator).
- Communicate regularly with assigned faculty.
- Meet with the SI Coordinator to discuss and receive feedback regarding SI session observations.

EDUCATION: n/a

LICENSES/CERTIFICATIONS REQUIRED: None.

Qualifications:

- A grade of A or B in the course for which she/he would like to be the SI leader.
- Ability to communicate clearly with others.
- Knowledge of teaching and learning theories.
- Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

PHYSICAL EFFORT: Ability to walk across campus to different locations.

WORKING CONDITIONS: Online classroom and office settings.