Supplemental Instruction Leader Job Description

The primary functions of the Supplemental Instruction (SI) Leader are to plan and facilitate the Supplemental Instruction sessions; build professional relationships with faculty, students and other SI and Academic Learning Center staff; assist students in developing transferrable learning and study skills; and assist with SI Program implementation.

Characteristics duties and responsibilities of the SI leader include:

Adhere to Institutional Review Board (IRB), Academic Learning Center, Supplemental Instruction and University of Northern Iowa policies; maintain confidentiality of all participants in the SI Pilot Program; and securely maintain all data collected during the SI Pilot Program including attendance, grades, students’ names and other information that can potentially identify anyone who participates in the SI Pilot Program.

Assist in the implementation of the Supplemental Instruction Program; attend all course lectures; conduct 2-3 Supplemental Instruction sessions weekly; prepare for each SI session including reading required texts, doing required homework, planning and developing handouts for sessions, and filling out and submitting a completed planning sheet for each session; accurately complete and submit SI attendance logs after conducting SI sessions; create handouts and other artifacts to help students improve their understanding of course content; implement a variety of group facilitation and learning strategies to enhance learning during SI sessions; and maintain and update the electronic folder on the SI drive of all SI documents pertaining to the SI course.

Assist in administering pre- and post-surveys and other types of evaluations; tally, input and analyze survey and evaluation results; with the assistance of the SI Coordinating Team, select the appropriate times and location for SI sessions; and maintain weekly, structured scheduled planning time in the Academic Learning Center.

Meet weekly with the faculty during a predetermined regularly-scheduled time to share SI session plans, to obtain and provide feedback on difficult content topics, to obtain additional resources, to improve understanding of course content, and to build rapport; and attend an SI debrief meeting with faculty at the end of the semester.

Attend all Academic Learning Center and Supplemental Instruction trainings; maintain and exhibit professionalism when conducting oneself as an SI Leader; and observe and evaluate at least one SI leader each semester and provide feedback for professional development.

Maintain the good condition of all University materials being used in the role as an SI leader including name tags, keys, textbooks, supplies, supplemental course materials, the SI room, work space and other areas; and immediately report any observed damages of SI, Academic Learning Center and other University property to the SI Specialist, Assistant SI Coordinator or SI Coordinator.

Complete and submit necessary personnel paperwork in a timely manner including timecards, University employment verification paperwork, and Academic Learning Center employee paperwork; assist with
the promotion and marketing of the Supplemental Instruction Program and other Academic Learning Center programs to faculty and students; and provide feedback to SI staff on how to improve the Supplemental Instruction Program.

Evaluate the Supplemental Instruction Specialist anonymously once per academic year by submitting an evaluation to the SI Specialist; annually complete a self-appraisal using the Supplemental Instruction Leader Appraisal form; immediately report inappropriate behavior and/or violations of University, SI, IRB, or Academic Learning Center policies and procedures to the SI Specialist, Assistant SI Coordinator or SI Coordinator; perform related duties as assigned.