Supplemental Instruction Leader (transfer level and below courses) – Student Worker III

Make classroom presentations and recruit target students.

Prepare and conduct out-of-class study sessions with students in groups or singly, including arranging times to meet with students.

Develop appropriate and innovative instructional materials and methods, and familiarize self with the course materials, assignments and instruction.

Attend class meetings and liaise with course instructors to inform students of session schedule and locations, to know course requirements, to gather information on course changes / updates to syllabi and assignments, and to ascertain student learning needs with regard to course content.

Regularly meet with assigned supervisor(s), attend regular training sessions (enroll in or audit INS 250 at Hartnell College), and complete training assignments.

Perform clerical duties related to recording keeping on attendance and student success rates.

Other duties as assigned.

Defining Characteristics:

Requires a high degree of detailed subject knowledge and/or experience in area assigned.

Works under little supervision.

Tasks performed require a high degree of creativity, independence, and responsibility.

Must possess the skills and demonstrate a high level of proficiency necessary to perform highly complex tasks.

Must possess analytical reasoning and strong problem solving and communication/interpersonal skills.