Indiana University East
Position Description

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Supplemental Instruction (SI) Leader</th>
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<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Director</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Academic Support Programs</td>
</tr>
<tr>
<td>HOURS:</td>
<td>10-15 per week</td>
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**SUMMARY**
Attend class lectures, take notes, and read all assigned material for selected SI supported course. Conduct 3-5 out-of-class sessions per week. Develop a lesson plan for each session, using materials and activities which encourage student involvement. Collect student data as required.

**RESPONSIBILITIES**

1. Attend all required training sessions prior to each semester.
2. Inform the students in the course of the purpose and benefits of Supplemental Instruction (SI); administer an interest survey.
3. Using student surveys, determine session times. Distribute schedules to all students in the course, and invite students to attend sessions.
4. Attend all class lectures for the designated course, take notes during the lectures, and read all assigned material.
5. Prepare a lesson plan for each SI session.
6. Prepare session handouts, practice quizzes, and practice exams.
7. Conduct 3-5 study sessions per week. Provide extended sessions and/or additional sessions prior to scheduled exams.
8. Collect attendance data for every session.
9. Meet weekly with course instructor to discuss student/faculty concerns, course objectives, and effectiveness of the SI program.
10. Participate in SI team meetings during the semester; participate in debriefing sessions after observations by supervisors.
11. Administer end-of-semester evaluation to all students in course.

**QUALIFICATIONS**
High school diploma required; currently enrolled student at IU East or a college graduate; college GPA of 3.0 or above; recommendation by college professor; excellent oral and written communication skills and leadership skills.