

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Supplemental Instructional (SI) Coordinator.

BASIC FUNCTION: Under the supervision of the area Dean, is responsible for the organization and effective operation of services provided by supplemental instructional leaders.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Regular consultation with supplemental instructional leaders for training, lesson design, identifying needs, discussion of progress and feedback for the delivery of supplemental instruction.
2. Assists in the development and implementation of policies and procedures for the effective operation of the Supplemental Instruction program.
3. Plans and coordinates meetings and workshops for supplemental instructional leaders.
4. Assists in the development of schedules for supplemental instructional leaders and the collection of data (attendance, participation and survey distribution and/or collection).
5. Assists supplemental instructional leaders in developing effective supplemental instructional sessions according to course content.
6. Assists supplemental instructional leaders in creating promotional advertisements for students to promote and increase supplemental instructional session participation.
7. Ensures time records are kept accurately by supplemental instructional leaders and turned in to the appropriate office.
8. Collaborates with faculty in multiple disciplines within and outside the Martin Luther King Teaching and Learning Center.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution is required.

EXPERIENCE: Two years closely related experience in working with students in the capacity of tutorial services and/or academic support services is required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Teaching and learning theories.

ABILITY TO: Communicate clearly with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Students, faculty and staff.

WORKING CONDITIONS: Classroom and office settings.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.