

**JOB TITLE:** Supplemental Instruction Coordinator

**DEPARTMENT:** Academic Affairs

**LOCATION:** Union Campus

**REPORTS TO:** Executive Director, Learning Center & Academic Support

**FLSA:** Exempt

**LEVEL:** 204

**DATE:** 1/5/2024

**POSITION SUMMARY:** Under the direction of the Executive Director, Learning Center & Academic Support, the Supplemental Instruction (SI) Coordinator will provide a lead role in developing, coordinating and overseeing the daily operations of the Supplemental Instruction program. Working collaboratively with faculty, the SI Coordinator will recruit, hire, train and supervise SI leaders. The SI Coordinator is responsible for promoting the SI program to faculty and students and maintaining strong lines of communication throughout the campus community. Additionally, the SI Coordinator will monitor and evaluate the SI leaders and the success of the program at large.

**EDUCATION and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education, or experience may be substituted for the minimum qualifications.)*

- Completion of a master's degree or higher in Higher Education Leadership, English, Mathematics, or related field. Supervisory and/or management experience preferred.

**EXPERIENCE:**

- Teaching or tutoring experience, preferably in English or mathematics;
- Demonstrated ability to collaborate effectively with various campus stakeholders;
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials. Ability to work independently and prioritize multiple tasks with attention to detail;
- Experience with Title III or other grant administration preferred; and
- Minimum 3 years' experience in educational support services, and academic or student affairs; knowledge of best practices in retention and student support in the community college context, preferred.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor:*

- Coordinate all aspects of the SI program and expand SI support as needed, including online, asynchronous, and face-to-face supplemental instruction.
- Promote and develop marketing materials for the SI program to students, faculty and staff.
- Recruit, hire, train, schedule, oversee and evaluate SI Leaders. Provides guidance on use of facilitation and learning strategies and collaborative learning techniques.
- Design and maintain current SI leader training materials and forms.
- Coordinate and administer SI training sessions.
- Assists in designing additional learning support initiatives to include study skills workshops; helps facilitate training initiatives such as College Reading and Learning Association (CRLA) and mentor trainings;
- Manage, maintain accurate data and analyze and evaluate SI program for reporting purposes.
- Collaborate pro-actively with faculty, staff and administration on matters related to SI.
- Communicate regularly with faculty concerning the implementation and effectiveness of SI in their courses.
- Develop and update SI policies and procedures, goals, objectives and learning outcomes.
- Evaluate, disseminate and report on learning outcomes for assessment of the SI program.
- Serve on college committees and participate in professional development activities.
- Provide high level of organizational, interpersonal, analytical and professional judgment.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; strong interpersonal skills; ability to participate as a team member; ability to understand and interpret rules and regulations, ability to adjust to change; ability to handle confidential material judiciously; ability to manage multiple projects; broad knowledge of teaching strategies and learning styles; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; excellent customer service skills; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to exchange ideas, facts, information, and opinions effectively and accurately with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to direct, manage or lead others; establish and maintain effective and collaborative working relationships with faculty, staff, other departments, students, and the public; may develop and administer operational programs and responsible for short-term and long-term planning; comply and enforce policies, procedures, and instructions.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to use independent judgment and discretion; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, promote efficiency; develop and maintain budget; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology equipment, software, and programs; standard office equipment and department specific equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; may require flexible schedule to work evenings and/or weekends; available to travel to participate in meetings, conferences, and other activities related to the position duties.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a office setting; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight.

**POSITIONS SUPERVISED:** SI Leaders

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for the job.

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Employee Signature

Date

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