



El Camino College  
Compton Center

## Supplemental Instruction (SI) Coach Job Description

(Please detach and keep this job description for your reference.)

### Qualifications:

- Possess excellent interpersonal skills and enjoy interacting with peers.
- *Have taken or plan on taking the Tutor Training 200 course*
- Have a strong understanding of the curriculum in the course you want to coach. (Pass with A or B)
- Possess the ability to communicate clearly and effectively with peers, staff, and faculty.
- Have a minimum GPA of 3.0

### Responsibilities:

- Assist students with course content and academic development.

A typical work week involves:

- 3 to 5 hours attending lecture
  - 1 to 2 hours planning SI sessions and meeting with instructor
  - 2 hours facilitating SI sessions
  - 1 hour attending SI staff meeting/training
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- Attend all class lectures.
  - Plan and facilitate (50 minute), SI sessions that take place outside of class.
  - Promote the SI sessions to the class.
  - Help students refine learning skills such as note taking, test preparation, problem solving, organization, and group studying.
  - Maintain attendance records and submit required paperwork.
  - Develop and maintain working partnership with instructor.
  - Attend pre-semester and on-going SI Coach training.

### Benefits:

- Being an SI Coach is an invaluable experience for future educators, managers, C.E.O.s, and entrepreneurs.
- Refine your leadership, speaking, and instructional skills. Learn to manage and motivate groups of people.
- Develop collegiate camaraderie, build self-confidence, and become a more efficient learner.
- Improve your listening, administrative, and organizational abilities.

**\*A hiring quiz will be administered to all applicants to assess current level of course knowledge.**

Submit application and unofficial transcripts in person or through email by **December 1<sup>st</sup>, 2015** to:

Albert Jimenez, Instructional Specialist, Student Success Center [abjimenez@elcamino.edu](mailto:abjimenez@elcamino.edu)

and

Lorena Fonseca, Instructional Assistant [lfonseca@elcamino.edu](mailto:lfonseca@elcamino.edu)





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## Supplemental Instruction (SI) Coach Application

Position begins January 12, 2016

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Email: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Expected term/year of graduation: \_\_\_\_\_

Year of study (e.g. sophomore, junior): \_\_\_\_\_

Which university/college do you attend, if you do not attend ECC: \_\_\_\_\_

What was the last semester you worked for the Supplemental Instruction program? \_\_\_\_\_

For how many semesters have you worked as an SI coach? : \_\_\_\_\_

Did you SI in another university or currently doing SI? If Yes, which: \_\_\_\_\_

Please list below, in order of preference, the course or courses that you are knowledgeable in and would like to coach.

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**If hired, I am able to and will attend the mandatory SI Coach training January 12-13, 9-2pm and the following meetings:**

- Friday, January 15, 2016 from 12-2pm
- Friday, February 19, 2016 from 12-2pm
- Friday, March 25, 2016 from 12-2pm

- Friday, April 15, 2016 from 12-2pm
- Friday, May 6, 2016 from 12-2pm

\*Note that dates could change but we will be having at least one mandatory meeting each month

Initial Here: \_\_\_\_\_

Please mark the days and times that you WILL be available to work.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					





Have you ever attended an SI Session? If so, describe your experience and how it benefited you.

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Why are you interested in this position? Why do you feel that you would make a successful SI Coach?

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What do you think would be the greatest challenge for you in this position?

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What are your career goals?

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How does this position fit into your overall career goals?

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**Education** (Please include education outside of the U.S.A.)

	Name & Location	Graduated	Dates Attended	
High School		yes no	From	To
College		yes no	From	To
College		yes no	From	To



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**Work, Internship, or Volunteer Experience** (Begin with the most recent, include if performed outside of the U.S.A. as well.)

Company Name	Supervisor Name & Title	Dates of Employment From                      To
Phone Number	Ending Pay Rate \$	Reason for Leaving
Your Position		
Duties		

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Your Position		
Duties		

**Note:**

- ☐ The final schedule will be determined based upon your availability and the SI schedule for Spring 2016.
- ☐ Please attach an unofficial copy of your transcript and highlight the courses that you are able to provide supplemental instruction.
- ☐ **Please submit a copy of your spring schedule (you must be enrolled in at least 6 units), with a proof of payment if available (proof of payment will be required by HR if hired).**
- ☐ Submit one recommendation form.
- ☐ If hired you will be required to submit to a (free) fingerprint background check before being employed at ECCC.

Application and unofficial transcripts, and resume (optional) should be submitted to the Student Success Center or by email to:

Albert Jimenez, Instructional Specialist, Learning Resource Center [abjimenez@elcamino.edu](mailto:abjimenez@elcamino.edu)

and

Lorena Fonseca, Instructional Assistant for the SI program [fonsecalorena@yahoo.com](mailto:fonsecalorena@yahoo.com)

**APPLICATION DEADLINE: December 1<sup>st</sup>, 2015**





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## RECOMMENDATION FOR SSC TUTOR OR SUPPLEMENTAL INSTRUCTION Coach POSITION

Applicant Name: \_\_\_\_\_

Recommendation Due Date: \_\_\_\_\_ ASAP \_\_\_\_\_

Recommender Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Under provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), students have the right to examine the contents of their files, including letters of recommendation. However, applicants may waive their right to see letters of recommendation, whereupon such letters will be held in confidence. If an applicant does not waive his/her right to examine a letter of recommendation or if the applicant does not sign the waiver, the letter of recommendation is considered accessible to the applicant.

\_\_\_\_\_ I waive my right to examine the following letter of recommendation.

\_\_\_\_\_ I do not waive my right to examine the following letter of recommendation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### TO THE RECOMMENDER:

The applicant named above is applying for a position as a Tutor or Supplemental Instruction Coach at the Learning Resource Center (LRC) at El Camino College Compton Center and has asked you to provide a recommendation regarding his/her ability and potential as an employee at the LRC.

☐ The LRC is grateful for your recommendation of this applicant. We are especially interested in your knowledge of the applicant's overall ability and potential for success as a Tutor or Supplemental Instruction Coach.

☐ Candor in your comments is essential for fairness to both the applicant and the position to which the applicant is applying.

### Please return to:

**Student Success Center, or by email to: Albert Jimenez (Instructional Specialist) at  
abjimenez@elcamino.edu**

Thank you.

☐ Please indicate how well you know this person and in what capacity.

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☐ If you have known this person in a work or leadership position, please describe the roles and responsibilities of the applicant.

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☐ Please comment on the applicant's academic skills that would qualify him/her for employment as a **Tutor** or **Supplemental Instruction coach**. You are welcome to provide a more detailed assessment on a separate sheet. If you do, please complete the other sections below and attach the sheet with your comments to this form.

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☐ The Tutor and Supplemental Instruction coach positions require exceptional interpersonal and communication skills. In your experience with the applicant, please comment on his/her ability to work with a diverse student population.

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☐ In what areas does this applicant excel, and in what areas are improvements needed?

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Overall Recommendation (please check only one):

\_\_\_\_\_ I recommend without reservation that the applicant be hired.

\_\_\_\_\_ I recommend with some reservation that the applicant be hired.

\_\_\_\_\_ I do not recommend that the applicant be hired.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

