

Part-Time Supplemental Instruction Coach Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=233956>

Downloaded On: Dec. 26, 2024 5:13am

Posted Apr. 3, 2024, set to expire Mar. 28, 2025

Job Title Part-Time Supplemental Instruction Coach
Department H.S.I. STEM Grant
Institution Lee College
Baytown, Texas

Date Posted Apr. 3, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Educational Services

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Job Description

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Part-Time Supplemental Instruction Coach

Salary: \$14.33 - \$20.98 Hourly

Job Type: Part-Time

Job Number: FY2300076

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

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Supplemental Instruction (SI) is an academic assistance program which utilizes study sessions. SI is designed to improve students' academic performance, increase retention, and work as a bridge between students and course content. SI Coaches facilitate a peer-to-peer learning environment through weekly group study sessions. They also attend all lectures for their assigned course, participate in mandatory group meetings and trainings, and communicate regularly with the SI coordinator and faculty.

Essential Duties & Responsibilities

- Attend all class meetings of the assigned course and be a model student; this includes but is not limited to: taking accurate notes, being aware of all homework and class readings, practicing active listening, assisting students with classroom group work, and asking questions.
- Facilitate two to three 60-minute group study sessions per week.
- Accurately document SI session attendance.
- Use one to two hours per week to plan group activities, exam reviews, worksheets, and other activities to help facilitate student learning.
- Provide additional SI sessions as necessary, such as during midterm or finals weeks.
- Meet with the course professor weekly.
- Report to the SI coordinator weekly.
- Attend and participate in mandatory SI team meetings and trainings.
- Prepare for SI coordinator observations.
- Assist with other HSI programs as needed.
- Prepare monthly Time and Effort reports.

Additional Duties & Responsibilities

Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Successful completion of assigned course with an earned final grade of an A or B; must have a cumulative GPA of a 3.0 or higher
- Must exhibit patience and a positive attitude to establish an encouraging learning environment
- Must have good presentation and group facilitation skills
- Must have good interpersonal skills to successfully perform in a multicultural and diverse

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environment

- Must possess excellent written and verbal communication skills
- Must be able to work flexible hours, including nights and weekends
- Must be able to accept feedback for development and growth
- Must be willing to seek assistance when needed
- Must be able to work independently to prepare study sessions
- Basic knowledge of Microsoft Office Applications

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/3662376/part-time-supplemental-instruction-coach>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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