

SPRING 2020 El Camino College
Supplemental Instruction (SI) Coach Job Description
(Detach and keep this job description page for your reference.)

Hiring Steps:

1. Pick up an SI Coach application in MBA 327/329 or download from the [El Camino College SI Program webpage](#).
2. Submit the application in MBA 327/329, along with unofficial transcripts from ECC and/or other colleges attended.
3. Take a course-specific quiz in MBA 327/329 to assess your current knowledge of the course content. This quiz is used to get an idea of your current knowledge of the course you would like to coach. Some folks remember more than others, and that is OK. The grade you get on this quiz does not automatically qualify you nor disqualify you from getting the coaching position. Other factors are taken into considered when selecting SI Coaches.
4. Schedule an interview.

A typical SI Coach work-week involves approximately 8-14 hours, depending on the course:

- 3 to 8 hours attending class lectures/labs.
- 1 to 2 hours planning SI sessions.
- 2 hours facilitating SI sessions.
- 1 hour attending SI staff meeting (6 meetings for the semester).
- ½ hour meeting with course instructor.

QUALIFICATIONS

- Enjoy interacting with other students.
- Have a good understanding of the content in the course you want to coach.
- Be willing to interact with peers, staff, and faculty.

RESPONSIBILITIES

- Conduct weekly SI study sessions with your students.
- Assist students with course content and academic development.
- Attend all class lectures.
- Meet with the SI instructor once a week.

BENEFITS

- Gain invaluable experience for personal and professional growth.
- Improve your leadership, administrative, organizational, and communication skills.
- Learn to manage and motivate groups of people.
- Develop collegiate camaraderie, increase self-confidence, and become a more efficient learner.
- Earn \$14.00/hr.

Please submit application and unofficial transcripts in person or through email

Luis Barrueta, M.S., SI Coordinator MBA Building Room 329 lbarrueta@elcamino.edu 310-660-3612

<http://www.elcamino.edu/student/academicsupport/si>

Updated 12-11-2019

SPRING 2020 Supplemental Instruction (SI) Coach Application

Start Date: February 13, 2020

You must be at least 18 years old by 2-13-2020 in order to work as an SI Coach for SPRING 2020.

Date _____ Major _____

Name _____ ECC ID# _____
First Middle Last

Address _____
Street Address City State Zip Code

Cell Phone _____ E-Mail _____ How did you find out about the position? _____

***SI shift consists of the days/times the class meets as well as the corresponding SI session times.**

Please view the SI schedule online or in the SI office for available shifts. Please list in order of preference the course or courses that you would like to coach. Include the section number if you know it.

Anatomy & Physiology 34A - Biology 10 - Chemistry 1A, 4 - Math 80, 130, 150, 170, 180, 190
 Microbiology 33 - Political Science 1 - Physics 1A, 2A – Physiology 31

1st Preference _____ 2nd Preference _____ 3rd Preference _____

If hired, I will attend the mandatory SI Coach training February 13 & 14, 2020 9am-2pm (initial) _____

I will submit to a (free) background check. Certain criminal records are admissible for employment (initial) _____

I will be at least 18 years of age by 2-13-2020 (initial) _____

Which courses will you be enrolled in at ECC during SPRING 2020? _____

Which courses will you be enrolled in at another school in SPRING 2020? _____

Will you be employed elsewhere in SPRING 2020? Yes ___ No ___ If yes, how many hours per week? _____

Are you an International Student? Yes ___ No ___ Do you have a social security number? Yes ___ No ___

Have you ever or do you currently work at El Camino College? Yes ___ No ___ If yes, what position: _____

Describe your anticipated involvement during SPRING 2020 in ASO, clubs, organizations, volunteering, etc...

Please mark all the days and times that you **WILL BE AVAILABLE TO WORK** in SPRING 2020 (February 17 – June 12)

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

Notes regarding my schedule:

Have you ever attended an SI session? Yes ___ No ___ If yes, what subject _____

Describe what an SI Session is.

What are the duties of an SI Coach?

Why do you want to be an SI Coach?

SI Coaches promote SI and speak to the class on a weekly basis. How comfortable are you with public speaking?

As an SI Coach, you will receive constructive criticism on a regular basis. Have you ever received constructive criticism at work or school? Yes ___ No ___ If yes, how did you apply those suggestions to the situation?

SI Coaches create SI session plans as a guide to facilitating the SI sessions. This is similar to what instructors do to plan their lectures. Why do you think this is important?

Have you ever participated in a study group? Yes ___ No ___ If yes, what subject _____

What are some benefits of group-studying?

SI Coaches are required to develop a constructive partnership with their SI professors by meeting on a regular basis. Why do you think this is important? What is your experience in coordinating something with other people?

What do you think would be the greatest challenge for you as an SI Coach?

Education

(Please complete this section even if your education is from outside of the USA.)

High School		From	To
College		From	To
Graduate School		From	To

Work, Internship, or Volunteer Experience *Work experience is not required to become an SI Coach.

(Please complete this section even if your experience is from outside of the USA.)

Company Name	City, State, Country	Supervisor Name & Title	Dates of Employment From To
Your Position	Reason for Leaving		
Duties & Responsibilities			
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Your Position	Reason for Leaving		
Duties & Responsibilities			

I hereby attest that all information contained in this application is truthful and accurate. I understand that my references may be contacted as a condition of my employment eligibility. I understand that I am not guaranteed an SI Coach position regardless of my qualifications and experience. I understand that the SI Program reserves the discretionary right to hire and terminate SI Coaches at will, without probable cause.

Signature

Date

Please attach unofficial transcripts from ECC and/or any other colleges you have attended.

Please submit application and unofficial transcripts in person or through email

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