

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

A typical SI Coach work-week is 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 (There are six 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 able to communicate effectively with your class peers and the SI instructor.
- Be at least 18 years old by the beginning of the semester you will coach.

#### **RESPONSIBILITIES**

- Conduct SI study sessions with your students on a weekly basis.
- Assist students with course content and academic development.
- Attend the lectures in the class that you are coaching.
- 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.

#### **Hiring Steps:**

1. Obtain an SI Coach application from the SI Program office or [online](#).
2. Attach unofficial transcripts from El Camino College and/or other colleges attended.
3. Submit the transcripts and completed application in person or through email at [lbarrueta@elcamino.edu](mailto:lbarrueta@elcamino.edu)
4. Take a course-specific quiz the SI Program office in the course you want to coach.
  - \* This quiz is used to assess how much of the course information you remember. The outcome of the quiz does not automatically qualify you nor disqualify you from being hired. There are other factors that are also taken into consideration when hiring SI Coaches.
5. Schedule your interview in-person, through email, or by calling 310-660-3612.

Luis Barrueta, M.S., SI Coordinator    MBA Building Room 329    [lbarrueta@elcamino.edu](mailto:lbarrueta@elcamino.edu)    310-660-3612  
<http://www.elcamino.edu/student/academicsupport/si>

# SPRING 2020 Supplemental Instruction (SI) Coach Application

Start Date: February 13, 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? \_\_\_\_\_

Please view the SI schedule online or in the SI office for available shifts. You must be available for the lectures and the SI sessions for the class you want to coach. Please list in order of preference the course or courses that you would like to coach. Include the section number if you know it. Below are the courses that are available to coach:

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

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

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

I will complete a (free) background check. \*Certain offenses are admissible for employment at ECC. (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 \_\_\_\_\_

Have you ever worked at El Camino College? Yes \_\_\_\_\_ No \_\_\_\_\_

During SPRING 2020 will you be involved in any campus clubs, ASO, etc during the college hour TTh 1p-2p? Yes \_\_\_\_\_ No \_\_\_\_\_

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:

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Have you ever attended an SI session? Yes \_\_\_\_ No \_\_\_\_ If yes, what subject \_\_\_\_\_

Describe what an SI Session is.

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What are the duties of an SI Coach?

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Why do you want to be an SI Coach?

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

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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?

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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?

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Have you ever participated in a study group? Yes \_\_\_\_ No \_\_\_\_ If yes, what subjects? \_\_\_\_\_

What are some benefits of group-studying?

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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?

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

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## Education

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

High School		From	To
College		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			
Company Name	City, State, Country	Supervisor Name & Title	Dates of Employment From      To
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.

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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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