



# Supplemental Instruction (SI) Coach Job Description

## Benefits

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

## 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, demonstrated by a passing grade of B or better.
- Possess the ability to communicate clearly and effectively with peers, staff, and faculty.
- Maintain a minimum GPA of 3.0.

## Responsibilities

- Assist students with course content and academic development.
- Attend all class lectures: 3-5 hours per week.
- Plan and facilitate SI sessions that take place outside of class: 2 hours per week.
- 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 mandatory trainings and meetings.

**Application, unofficial transcripts, and resume should be submitted to the Student Success Center or by email to Syria Purdom, SSC Coordinator:**  
[spurdom@elcamino.edu](mailto:spurdom@elcamino.edu)



# Supplemental Instruction (SI) Coach Application

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.
- 2.
- 3.

**\_\_\_\_\_ If hired, I am able to and will attend the mandatory SI Coach Trainings and Meetings. Trainings and Meetings take place on Friday. Times and dates are announced prior to the start of each semester.**

**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					

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### Questionnaire

*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	Date Conferred
High School		yes no	
College		yes no	
College		yes no	

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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 the specified semester.
- Please attach an unofficial transcript copy and highlight courses in which a B or better has been earned and that you are interested in coaching.
- Please submit a copy of your current class schedule showing enrollment in at least 6 units. Proof of payment is required by HR upon hire.
- Include a copy of your resume.
- Submit one recommendation form.
- If hired you will be required to submit to a (free) fingerprint background check before being employed at El Camino Compton Center.

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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 Student Success Center (SSC) at El Camino College Compton Center and has asked you to provide a recommendation regarding their ability and potential as an employee at the SSC.

The SSC 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.

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**Questionnaire**

*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 the applicant 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 the applicant's 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: \_\_\_\_\_

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