

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE  
TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Supplemental Instructional Leader

**DEPARTMENT/LOCATION:** Moreno Valley College, Norco College, Riverside City College

**BASIC FUNCTIONS:** The Colleges are seeking short-time Supplemental Instructional (SI) Leaders to work with faculty in multiple discipline areas. Under general supervision of the Associate Dean and/or his/her designee, or instructor, the SI Leader performs duties that involve integration of student study skills with course content.

**REPRESENTATIVE DUTIES:**

1. Regular consultation with instructor to discuss student needs, progress, feedback; and attend the instructor's class.
2. Collect the outlines from faculty on materials covered during class sessions, including notes and supplemental readings.
3. Conduct weekly individual and/or large group study sessions throughout the term using strategies learned through the SI Leader training workshop.
4. Notify supervisor about problems or potential problems.
5. Attend SI Leader training workshop prior to the beginning of each term.
6. Work with instructor to select appropriate times and scheduling of SI sessions with either individual students or a group of students.
7. Make periodic announcements about the availability of SI sessions to the students.
8. Ensure that initial SI Survey, midterm SI Feedback Survey, and End-of-Course Survey are distributed; and assist with data analysis.
9. Collect attendance data for every SI session, including student names, course title, date, and time of session.
10. Assist instructor in the preparation of end-of-term reports and other reports as requested.
11. Model appropriate professional attitudes and behaviors to staff, students, and others.
12. Notify your supervisor, **in advance**, if you cannot conduct an SI session as scheduled.
13. Other duties as assigned by the Associate Dean.

**QUALIFICATIONS:** The Supplemental Instructional Leader must have an overall GPA of 2.5 or above (on a 4.0 scale) and a grade of 3.0 or above (on a 4.0 scale) in the selected course and/or of a series of courses to be determined by the instructor.

**ABILITY TO:** Understand, interpret, and apply college policies, rules, and regulations; use a computer; understand oral and written instructions; deal effectively with a diverse socio-ethnic college community; community in a friendly and helpful manner; maintain effective relationships with students, faculty, staff, and the community; understand student needs and make appropriate referrals.

**HOURS / DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.