SI LEADER
APPLICATION

DEADLINE TO APPLY: 12PM ON MARCH 31, 2016

DIRECTIONS:

SUBMIT TO VSS-100B BEFORE 12PM ON MARCH 31, 2016:

☐ SI LEADER APPLICATION
☐ CHAFFEY COLLEGE DISTRICT APPLICATION
☐ TRANSCRIPTS (OFFICIAL OR UNOFFICIAL)

ALSO REQUIRED:

☐ FACULTY REFERENCE FORM (GIVE THE ATTACHED REFERENCE FORM TO THE FACULTY MEMBER. THE FACULTY MEMBER WILL SUBMIT THE FORM TO PHIL CESTONE IN VSS-100B)

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
POSITION DESCRIPTION

APPRENTICE – SUPPLEMENTAL INSTRUCTION LEADER

HOURLY RATE: $10.25 or $15 with a Bachelor’s degree

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I. OBJECTIVE

The objective of the apprentice position is to develop student leaders in Supplemental Instruction. Supplemental Instruction is an academic assistance program that targets traditionally difficult courses in order to reduce rates of student attrition and improve student grades. The apprentice, while working closely with the selected course instructor, plays the key role in this assistance program by helping students integrate course content and learning/study strategies during a number of regularly scheduled out-of-class sessions every week. Apprentices are the model students of the subject, and as such, they present a model of thinking, organization, and mastery of the course.

II. DURATION

While employed as a Supplemental Instruction Leader, Apprentices may not be employed under any other job title at the college (e.g. student worker, federal work study, etc.). The apprentice may be employed for a maximum of nine (9) semesters, consecutive or cumulative, including summer sessions, and may not work more than 170 working days or more than 980 hours during the academic year. Employment is not guaranteed for the full 9 semesters. The District accepts applications on an ongoing basis and positions are filled on the basis of need and availability. The District has the right to terminate your employment at any time. As an “at will” employee, you do not have reasonable assurance of continued work. Therefore, during breaks in employment you are eligible to apply for unemployment and may file a claim with the Employment Development Department (EDD). Your entitlement for benefits will be determined by EDD and not by the District.

III. QUALIFICATIONS

A. An overall GPA of 3.0.
B. An overall GPA of 3.0 for all course work in the discipline.
C. A grade of “B” or better in the selected course is preferred. In addition, if in the judgment of the selected course instructor the grade of “B” was not earned recently, the selected course instructor will determine content competency.
D. Prior completion of the course with the selected course instructor is preferred.
E. Excellent interpersonal and communication skills, as well as maturity, reliability and dependability.
IV. ACTIVITIES/EXPECTATIONS

A. Attend Supplemental Instruction (SI) leader training and ongoing staff meetings.
B. Attend class meetings for the selected course, take notes, and read assigned materials, including text(s), and supplemental readings. Prepare written lesson plans that include collaborative learning activities for the SI sessions.
C. Conduct 50-minute SI study sessions every week (specific number to be determined in consultation with the instructor and SI Specialist) throughout the term using strategies learned through the SI leader training. Collect attendance data for every SI session, including student names and date and time of session.
D. Work with the instructor to schedule SI sessions. Provide the instructor with an up-to-date schedule of the SI sessions. Notify the instructor in advance if you cannot conduct an SI session as scheduled.
E. Regularly meet with the instructor to do the following:
   1. Discuss observations of the SI session.
   2. Discuss the creation and use of SI session handouts and worksheets.
   3. Discuss the planning of SI sessions and use of a wide variety of collaborative learning strategies.
   4. Discuss problems or potential problems.
F. Make frequent announcements to the students about the availability of the SI sessions.
G. Ensure that all surveys are distributed and collected.
H. Maintain a professional attitude about matters such as class standards, grades, and student complaints.
   I. Model appropriate professional attitudes and behaviors to staff, students, and others.
   J. Meet with other SI apprentices and observe other SI sessions.
   K. Other related duties may be assigned.

V. ASSESSMENT

The apprentice works under the direction of the Dean of Instructional Support and the Supplemental Instruction Specialist. Progress is measured each semester through direct observation and student surveys. Additional training, if necessary, will be provided.

VI. RECOMMENDATION FOR EMPLOYMENT

Selected course instructor.
SI LEADER EMPLOYMENT APPLICATION
DUE BEFORE 12PM ON MARCH 31, 2016

Directions: Submit this application along with the Chaffey College District application (available at http://www.chaffey.edu/humres/District%20Application%2004%2008%2014.pdf) and a copy of your official or unofficial transcripts to the SI Office in VSS-100B. A college instructor should fill out the Supplemental Instruction Leader reference form (last page of application) and submit it separately.

Name (Print):
Last                        First                        MI

Address:
Street                        City                        State                        Zip Code

E-mail Address: ______________________________

Phone: ____________________________ Alternate Phone: ____________________________

Major: ______________________________

Check all Chaffey campuses you can work at: Chino ____ Fontana ____ Rancho ____

If selected for this position I will be able to attend the SI leader training before the semester begins and ongoing staff meetings: Yes_______ No_______

Circle the courses you feel confident leading SI sessions for (you must have earned an A or B in these courses). Note: more courses may become available for SI.

ACCTG-1A         CHEM-24A         HIST-1 & 2         MATH-25
ASL-1             ENGL-1A, 475     HIST-17 & 18       PS-1
BIOL 1 & 20       ENGL-575         MATH-410           PSYCH-1
CHEM-10           GEOG-4           MATH-425           STAT-10

Why are you interested in this position, and why do you believe that you are a good candidate?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe your anticipated involvement in clubs, organization, and part-time employment:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
List the courses and the number of units in which you will be enrolled during the next semester.

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What advice would you give students to help them become successful?

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Describe at least three study strategies that have helped you perform well in your classes.

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**REFERENCES**

List two references. One reference should be an instructor that is familiar with your work. The other reference may be either academic or professional. **Please provide the attached reference form,** with the top section completed, to the recommender(s).

1) ______________________________________
   **Name**
   **Title and Organization**

   ________________________________
   **Address**
   **Phone and/or e-mail address**

2) ______________________________________
   **Name**
   **Title and Organization**

   ________________________________
   **Address**
   **Phone and/or e-mail address**

**DECLARATION**

I hereby declare that all information contained in this application is truthful and accurate:

______________________________
Signature

______________________________
Date
SUPPLEMENTAL INSTRUCTION LEADER REFERENCE FORM
DUE: MARCH 31, 2016

TO BE COMPLETED BY APPLICANT

Applicant’s Name: ___________________________ Phone: ___________________________
Selected Course: ___________________________ Selected Instructor: ___________________________

TO BE COMPLETED BY FACULTY MEMBER AND SENT IN A SEALED ENVELOPE TO THE
SI INSTRUCTIONAL SPECIALIST, PHIL CESTONE in VSS-100B (x6260)

Name (Print): ___________________________ Phone: ___________________________
Title and Organization: ___________________________ E-mail Address: ___________________________

In what capacity do you know the applicant? If enrolled in a course you taught, please list
department and course number (ex. Math 25).
________________________________________________________________________________________

Please list the applicant’s strengths:
________________________________________________________________________________________
________________________________________________________________________________________

Please list the applicant’s weaknesses:
________________________________________________________________________________________

________________________________________________________________________________________

- I am **highly recommending** this individual for the position mentioned above.
- I am **recommending** this individual for the position mentioned above.
- I cannot **recommend** this individual for the position mentioned above.
- I am **declining to recommend** this individual for the position mentioned above.

I am requesting this individual be the SI Leader for my course: Yes ___ No ___

Signature:________________________ Date:________________________

PLEASE RETURN THIS FORM TO THE SI INSTRUCTIONAL SPECIALIST: PHIL CESTONE,
VSS-100B (Rancho Campus)

Thank you!