

# South Texas College

## Job Announcement 2024-5006

**Title: Supplemental Instruction Leader (Part-time Temporary)**

**Department: Centers for Learning Excellence**

**Reports to: Coordinator of Campus Center for Learning Excellence, Learning Support Manager, or Supplemental Instruction Manager**

**Pay Grade: Part-time**

**Salary Range: Minimum \$16.50/Hour**

**Campus: Technology**

**FLSA Status: Non-Exempt/Hourly**

### **General Statement of Job**

The Supplemental Instruction Leader provides academic learning support for students as directed, conducting supplemental instruction, tutoring students in classrooms and skill labs, and assisting with the daily operations of the College's learning centers.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Provides educational assistance to students in specific discipline to improve comprehension and mastery of the subject.
2. Assists in preparation of workshops and materials to enhance student comprehension and supplement course assignments.
3. Attends classes and/or holds study sessions for currently enrolled students as required, onsite or online as assigned, on a scheduled basis.
4. Guides students in diverse instructional settings, in-class and in-skill lab, as assigned, by providing feedback and answering questions using hands-on practice.
5. Integrates study strategy techniques with course content.
6. Attends lecture and functions as a model student in the programmatic framework.
7. Leads in-class small group discussions, demonstrations, or activities as directed by instructor.
8. Develops and maintains working relationships with the course content instructor, student participants, and appropriate supervisor.
9. Keeps regular and accurate records and lesson plans using required software, and forms, and submits appropriate paperwork in a timely manner.
10. Engages in the promotion and presentation of information about academic support services and resources at the Centers for Learning Excellence.
11. Assists in serving as a Centers for Learning Excellence liaison with faculty and staff in the interest of student success as directed by supervisor.
12. Participates in required departmental training, workshops, and meetings.
13. Has access to a remote working site that is safe and free from interruptions, and to a reliable internet connection sufficient to perform job duties remotely as required.
14. Performs other duties as assigned.

### **Required Education and Experience**

## **Supplemental Instruction Leader**

1. High school diploma or GED required; college certificate or 30 college hours, preferred.
2. Demonstrated mastery of sufficient coursework in subject, earning at least a grade of B required, preferably an A.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.
5. Demonstrated commitment to achieving the vision and mission of South Texas College.
6. Ability to read and comprehend simple instructions, short correspondence, and memos.
7. Ability to write simple correspondence.
8. Ability to effectively present information in one-on-one and small group situations to students, customers, clients, and other employees of the organization.
9. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
10. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Checks, Certificates, Licenses, and Registrations**

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. College Reading and Learning Association (CRLA), International Tutor Training Program Certification (ITTPC), or International Mentor Training Program Certification (IMTPC) certification (any level), preferred.

### **Physical Requirements**

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from

- position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
  10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
  11. Standing particularly for sustained periods of time.
  12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
  13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
  14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.  
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.