

# EAST LOS ANGELES COLLEGE



## MATHEMATICS SI PROGRAM

1301 Avenida Cesar Chavez  
Monterey Park, CA 91754-6099  
Phone (323)265-8650

### **About Supplemental Instruction (SI) in Mathematics**

Supplemental Instruction (SI) leaders act as learning facilitators for historically difficult courses. SI leaders attend class with the students a few times per week, and in consultation with the instructor, they plan and execute SI sessions where they help students prepare for or review material. SI leaders also spend significant time assessing student progress, alerting the instructor of student performance.

### **Job Description and Qualifications**

**Position:** Math SI Leader

#### **Responsibilities of an SI leader:**

- Attend lectures if requested by the instructor (2 to 5 hours per week). SI leaders are expected to have strong content knowledges and familiarize with the instructors' teaching style.
- Familiarize with one or more online teaching platforms (Canvas, WebAssign, MyOpenMath, MyLab, etc).
- Meet with the instructor weekly to discuss student performance and specific student issues (30 minutes to 1 hour).
- Hold 6 to 8 hours SI sessions per week where the SI leader actively engages students in solving problems and reinforcing concepts from class.
- Plan SI sessions using a wide variety of interactive learning strategies; prepare handouts; write solutions for quizzes/tests as requested by the instructor (2 to 3 hours per week).
- Attend regularly SI meetings in order to report and discuss any issues, concerns, and study strategies with SI Coordinator and other SI leaders (usually 1 hour per month).
- Actively recruit participants for SI sessions.

#### **Qualifications for an SI leader:**

- Full-time student status during Fall 2023 (You may combine units from different colleges/universities).
- A minimum GPA of 3.00.
- Excellent oral and written communication skills.
- Excellent study skills that can be shared with other students.
- Strong desire to work with first-time students and/or STEM students, especially students who might have a bad impression of mathematics.

#### **Hours and Pay Rate:**

- The position is hourly, 10 - 15 hours per week.
- \$17.15 per hour for community college students; \$18.80 per hour for university students.

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### **How to apply for a Math SI leader position**

**If you are interested in working as an SI leader**, email the completed application directly to Melanie Xie at [xiem@elac.edu](mailto:xiem@elac.edu) or drop them off for Melanie Xie at the Math Department (G5-111A)

### **A completed application should include the following:**

1. Application (see attached).
2. A copy of your college transcript (unofficial copy is acceptable).
3. A statement of interest (instructions below)  
Looking over the responsibilities and qualifications of an SI leader, in 250 to 500 words please explain why you would be an outstanding SI leader, as well as why you are interested in the position.
4. An SI leader recommendation form (attached, **must be turned in by the instructor**).  
This packet included "Confidential Math SI Leader Recommendation form". Please email it to an ELAC math professor who can attest to your mathematical ability, communication skills, and ability to work with others. This professor should be someone who previously or currently has you in his or her class. Since this form is confidential, the professor will email the form to us directly.
5. Resume.

**Deadline Date to Submit:** open until filled.

**Note:** Interviews for the Fall 2023 SI leader positions will be scheduled in June or July 2023.

### **Trainings:**

New SI leaders **MUST** be available for mandatory paid trainings (about 10 hours)

Date: TBD (usually two weeks before the semester).

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### Math SI Leader Application – Fall 2023

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

How many units will you take in Fall 2023? \_\_\_\_\_  Semester |  Quarter

Are you currently working (or have you worked) for the Math Lab, Learning Center, MESA, the Writing Center, or other department? \_\_\_\_\_ If yes, which one? \_\_\_\_\_

What is your major? \_\_\_\_\_

What is your current GPA? \_\_\_\_\_

When do you plan to transfer? \_\_\_\_\_

List math classes enrolled in this semester: \_\_\_\_\_

Please list math courses that you would like to be considered for the SI leader position:

\_\_\_\_\_

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### Confidential Math SI Leader Recommendation Form

Dear Instructor,

Your student has requested to be employed as an SI leader for the Math Department. An SI leader attends lectures, conducts SI sessions with students where the SI leader uses active learning methods. Please complete the recommendation below. This student cannot be employed until your recommendation is completed. **Please email the completed recommendation directly to Melanie Xie at [xiem@elac.edu](mailto:xiem@elac.edu).**

Student's Name: \_\_\_\_\_

Math Class: \_\_\_\_\_ Grade Received / Receiving: \_\_\_\_\_

#### Please rate the student:

1. On a scale of 1 to 5, how do you rate the student's knowledge of the course?

Unacceptable 1  2  3  4  5  Excellent

2. On a scale of 1 to 5, how do you rate the student's social skills?

Unacceptable 1  2  3  4  5  Excellent

3. On a scale of 1 to 5, how do you rate the student's reliability?

Unacceptable 1  2  3  4  5  Excellent

4. On a scale of 1 to 5, how do you rate the student's oral communication skill?

Unacceptable 1  2  3  4  5  Excellent

5. On a scale of 1 to 5, how do you rate the student's written skill?

Unacceptable 1  2  3  4  5  Excellent

Final comments (Attach additional sheets if necessary):

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Instructor's Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_