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| **PROGRAM SUPERVISOR, SUPPLEMENTAL INSTRUCTION** | | | | |
| **Reports to:**  **Dept:** | Dean of Math and Sciences  Learning Centers |  | **Range:**  **EEO:** | 27  Professional/nonfaculty |
| **FLSA:** | Exempt |  |  |  |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**BASIC FUNCTION:**

Under general supervision, coordinate the planning, organization, and implementation of activities for the Supplemental Instruction (SI) Program; provide lead-level work direction and guidance to Supplemental Instruction leaders, peer tutors, and administrative support staff and perform related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Develop, interpret, evaluate, and implement policies and procedures for Supplemental Instruction and related section-level interventions.
2. Train, supervise, and evaluate the work of assigned department staff.
3. Provide input on the annual budget and monitor program budget and expenditures.
4. Develop and deploy learning outcomes for the program.
5. Interpret and analyze data to assess program effectiveness and make recommendations for program improvement.
6. Create a communication plan to promote the services of the program.
7. Develop and coordinate program scheduling system.
8. Coordinate district representation at regional, state, and national SI events; chaperone travel.

**OTHER DUTIES:**

1. Monitor trends in the field of SI and development on a regional and national level and integrate successful practices with campus programs.
2. Engage in ongoing professional development towards high-impact and equity-minded SI practices.
3. Perform related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

* Excellent verbal and written communication skills with a proven ability to communicate effectively and professionally
* In-depth knowledge of Supplemental Instruction techniques and trends
* Methods and practices applicable to the design and implementation of public relations, outreach activities and marketing programs
* Practices and procedures for budgeting, purchasing, and maintaining public records
* Ability to train, assess, and provide work direction to assigned staff
* Strong organizational and problem-solving skills
* Statistical analysis and recordkeeping techniques
* Modern office practices, procedures, equipment, and applicable software/programs
* Knowledge of applicable federal, state, and local laws, rules, and regulations
* Knowledge of district organization, operations, policies, procedures, and practices
* Ability to demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, gender, sexuality, and disability issues

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor’s degree in a relevant field and two years directly related work experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver license.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Learning Coach, Learning Center Operations Specialist, student workers and temporary/hourly staff, as assigned.

**CONTACTS:**

Students, faculty, staff, various departments, external education institutions, and the public.

**PHYSICAL EFFORT:**

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to concentrate on detailed tasks for extended periods of time, and to work effectively under pressure with minimal direction or supervision on a multiplicity of duties and responsibilities concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily busy, indoor office environment; subject to frequent employee to constant student contact and interruptions by phone and in person; intermittent exposure to angry and/or verbally aggressive individuals; may be required to work during day and/or evening hours on an as-needed basis; may work at any college location. Occasional local travel may be requested.