



Position Title: Lead QEP Supplemental Instructor
Division: Arts and Sciences
Department: Learning Assistance Program
Reports to: Lead DMA Instructor

General Function:

The Lead QEP Supplemental Instructor (SI) will audit DMA (developmental math modularized courses) classes, teach supplemental instruction sessions, and enter data into QEP Database.

Duties and Responsibilities:

The duties of the Lead QEP Supplemental Instructor include, but are not limited to:

- Meet with the Lead DMA Instructor to evaluate SI sessions and with the College Achievement Coach to address any additional needed assistance
- Work with Tutoring Lab Coordinator to coordinate schedules and duties of student SI tutors
- Coordinate with SI tutors regarding course content, schedules, and QEP database
- Record attendance and data related to student participation
- Enter SI attendance and data in QEP Database

Qualifications:

- Bachelor's degree in math from accredited institution
- Current technology and computer skills
- Excellent oral and written communication skills
- Ability to interact with diverse student population
- Community college teaching experience preferred

Working Conditions:

- Office
- College facilities
- External facilities
- Internet environment

Disclaimer: This job description covers the most essential functions and duties associated with this position. The President or appropriate supervisory personnel may assign additional duties. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.



Signature Jane McCoy
Employee

Date 1/24/14

Signature [Handwritten Signature]
Supervisor

Date 1/24/14

Signature Eve E Kelly
Dean

Date 1-27-14

Signature Deborah Grimes
Vice-President

Date 1-24-14