

# SI Leader Work Agreement & Confidentiality Statement

The following document outlines the terms of employment for Supplemental Instruction Leaders in the Academic Success Center at Iowa State University. The position includes, but is not limited to the following responsibilities:

## Summary of Position Expectations

### **Staff Training and Development:**

- Participate in orientation at the beginning of the semester. Attendance required:
  - *New Leaders*
    - Saturday, August 24<sup>th</sup> 1:00pm-6:00pm
    - Sunday, August 25<sup>th</sup> 1:00 to 5:00pm
  - *Returning Leaders*
    - Sunday, August 25<sup>th</sup> 2:00pm- 5:00pm
- Attend all SI staff meetings throughout the semester. Attendance required:
  - *All Leaders*
    - Thursday, August 29<sup>th</sup> 6:10pm-8:00pm
    - Thursday, September 19<sup>th</sup> 6:10pm-7:00pm
    - Thursday, October 24<sup>th</sup> 6:10pm-7:00pm
    - Thursday, November 14<sup>th</sup> 6:10pm-7:00pm
    - Thursday, December 5<sup>th</sup> 6:10pm-7:00pm
- Participate in the SI Leader Retreat. Attendance required:
  - Saturday, October 12<sup>th</sup> 9:00am-1:00pm
- Complete two peer observations, finishing the first by the end of week 6 and the second before the end of week 13.
- Meet one-on-one with SI Supervisors/Mentors as requested.

\*Exceptions for attendance at any of the above requirements is limited to academic commitments, health-related concerns, and emergency situations. Request for exceptions must be submitted at least one week in advance of the date of the event and must be approved by the SI Supervisors.

### **General Responsibilities:**

- Notify SI Supervisors in advance if you cannot attend a class, session or meeting.
- Maintain confidentiality of students' grades and concerns.
- Maintain and update course website at least once per week (i.e. announcements, agendas, document uploads, etc.).
- Model appropriate professional attitudes and behaviors to staff, students, and faculty.
- Serve as a positive representative of the Academic Success Center.
- Complete and submit all paperwork by assigned deadlines.
- Check your email daily for updates and requests from supervisors and mentors.

### **In-Class Responsibilities:**

- Attend all assigned classes for the duration of semester.
- Engage in lecture, connect and build relationships with the students and instructor consistently. Serve as a facilitator upon instructor request.
- Meet with your instructor at least bi-weekly (Can be quick before/after class or email)

- Take notes and begin planning sessions during lecture.
- Sit somewhere new and connect with students each lecture.
- Actively promote SI and encourage students to attend your SI sessions. Make announcements at least once per week during lecture and write on the board each lecture.

**SI Session Responsibilities:**

- Prepare for and facilitate three 50-minute SI sessions per week. Come prepared with a detailed plan for your session.
- Use interactive learning strategies, rather than re-teaching or lecturing course material.
- Build rapport with students and instructor and facilitate relationship-building among students. Record accurate attendance at each SI session. Attendance must be processed with your device before you leave your session.
- Submit room requests to room scheduling for sessions/exam reviews outside of your regularly scheduled sessions. Submit requests at least two weeks in advance.

**Assessment Responsibilities:**

- Maintain and submit attendance for SI sessions at the end of each session.
- Distribute, administer, and evaluate scheduling surveys during the first week of classes.
- Encourage student participation in mid-semester SI Leader evaluation survey.

**Compensation:**

- SI Leaders will be paid \$11.00 per hour.

Additionally, I will maintain the integrity of the training I receive and the SI program. I will not participate in any requests for SI-type sessions outside of my regular responsibilities that could be seen as a conflict of interest with the SI program.

I certify that I have read the Supplemental Instruction Work Agreement and all Supplemental Instruction Leader Policies. I accept the responsibilities associated with this position. I further understand that failure to complete any of the position requirements may result in my termination from the SI Leader position.

SI Leader's Name (printed) \_\_\_\_\_

SI Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

As an employee of the Dean of Students Office, SI Leaders will have access to restricted use and confidential information such as grades, student records, student lists, and similar data. To accept employment in the Dean of Students Office is to accept the responsibility to preserve the confidentiality of this information by strict adherence to the Office of the Registrar's Confidentiality and Information Release Policies and Procedures. Failure to adhere to these guidelines may result in termination of employment.

I have read the Office of the Registrar's Confidentiality and Information Policies and Procedures and understand and accept my responsibility to preserve the confidentiality of the information.

The "Employee Confidentiality Statement" should be signed each semester by the employed SI Leader. Protection of confidential information is expected to be upheld beyond employment.

SI Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_