

## Supervisor, Supplemental Instruction

**FLSA Status:** Exempt

**Pay Grade:** 16

**Job Title ID:** 120501

**Job Series/Job Family:** Student Support & Success Series / Student Recruitment & Success Family

### Reports To

Associate Vice President, Student Success

### Job Purpose

To design, implement, supervise and manage the College Bridge and Supplemental programs and services.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Supervises, trains, and evaluates assigned staff; schedules and prioritizes work assignments; plans and conducts monthly staff meetings; approves time sheets.
2. Monitors and initiates all program expenditures.
3. Defines and collects data, procedures, and prepares state and college reports on Bridge and SI programs.
4. Designs, develops, and implements a range of instructional support programs and services to assist students in meeting skill competency mandates in reading, writing, and math.
5. Initiates and develops working relationships with academic department heads, makes presentations to faculty and addresses questions at Task Force meetings.
6. Designs intake processes, defines participation eligibility on the basis of test scores and state mandates.
7. Develops and conducts training for faculty and on program requirements, and evaluations processes for program implementation and expansion.
8. Articulates program offerings with Student Services offices, Campus Deans, and all academic departments to ensure that programs meet the needs of the students.
9. Recruits, supervises and evaluates faculty who teach in the Bridge program, recruits faculty who teach in gate-keeper course sections and matches instructional needs with SI leaders.
10. Develops and implements student performance and tracking systems for the purposes of overall program effectiveness evaluation.
11. Conducts orientation, weekly meetings, and on-going training for SI leaders and staff. Conducts orientation and training for Bridge program tutors and faculty.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Principles and practices pertaining to student success and supplemental instruction.
- Achieving the Dream initiatives.
- Supplemental teaching practices and procedures.
- Supervisory techniques.
- The Texas Higher Education Coordinating Board priorities for effective student retention and success programs.

#### **Preferred**

- Mission of the community college.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Effectively working with students from diverse backgrounds.
- Supervising and coordinating the activities of subordinate personnel.
- Working collaboratively and as part of a team.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

**Computer Skills*****Required***

- Demonstrated proficiency using standard office software applications and student information and database systems.

**Physical Requirements*****Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

**Work Experience*****Required***

- Two or more years in an administrative role in a community college. More than three years teaching experiences, in English, Reading, or Math.

***Preferred***

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- More than three years teaching English, Reading, or Math.

**Education*****Required***

- Master's degree in a teaching discipline, educational administration, or a student services related field.

***Preferred***

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**Safety*****Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.