SI Leader Position Agreement

I have been hired as an SI Leader for a respected academic support program at The University of Central Oklahoma. I report to the Supervisor of Tutoring Central, who is responsible for the hiring and program management. I will keep my language and dress appropriate and non-offensive and represent the UCO SI program in a professional manner on and off campus. I have read the position description and agree to perform the position responsibilities.

1. I also understand and agree to the following:
   - I will attend all lectures for my class. If I have to miss a lecture due to an emergency, I will immediately notify my course professor and SI Supervisor by the means most likely to reach them.
   - I will attend all mandatory trainings, individual observation/evaluation conferences with my Coordinator, and other required SI meetings on time.
   - I will be prepared for all of my SI sessions, which includes being in the correct classroom on time and with all necessary materials.
   - I will ensure that I understand what my students need to learn and what they find most challenging so that I review appropriate material in my SI sessions.
   - I will show respect and courtesy to all of my students. I will support the course professor and will not criticize him/her. I will discuss any concerns with him/her directly and in private.
   - I will submit time sheets, attendance sheets, and forms on time. Failure to submit these items by due dates may result in withholding of pay for that period. Failure to follow through with administrative tasks may result in withholding of a pay raise or a decision to not continue my employment in the following semester.
   - If I have to cancel an SI session due to an emergency, I will contact the TC at 974-2487 to allow time for the staff to post a notice for the students. If this occurs after 5 p.m., regardless of emergency, I understand it is my responsibility to ensure that notice is posted at the classroom.

2. Excused absence policy
   - Students, faculty, and the TC staff count on my consistency and dependability, so it is important to avoid absences or lateness. An excused absence is when the Supervisor receives advanced notice (the day before) that I will be absent or late. If an emergency prevents advance notice, I will call as soon as I am able.

3. I agree that:
   - I am permitted no more than three excused absences each semester. Excused absences in excess of three may result in termination.
   - Excused absences are required for the following situations:
     i. Missing SI training, an SI session, a lecture class, or a scheduled observation/evaluation conference with my Supervisor.
     ii. Arriving to an SI training or SI session more than ten minutes late.

4. Unexcused absence policy
   - I understand that more than two unexcused absences may result in termination. The Supervisor will talk with me after any unexcused absence to remind me of this agreement and my responsibilities.

I understand that this position is for one semester and renewal is determined based on available courses, performance evaluations, and program budget.

Employee Confidentiality Statement. As an employee of the Tutoring Central and the SI Program, I may have access to confidential information such as grades, student records, test results, student progress in class, and similar data. I may also have verbal or written communication with TC staff, instructors, or academic advisors that must be kept confidential. Failure to adhere to these guidelines will result in termination of my employment.

I understand and agree to all requirements, policies, and expectations stated in this position agreement.

Print Name ____________________________________________________________

Signature ___________________________________________ Date ____________