



LEARNING ASSISTANCE LEADER (LA)

Description:

Responsible for working with an individual professor to plan and offer academic assistance to students. May set up office hours and exam reviews, or weekly study sessions outside of class meeting times. May assist the professor in helping to accomplish learning objectives for the course. May offer sessions in which new material is discussed or papers are edited. May attend the course regularly or not depending on the professor's preference. Is responsible for performing the following:

General

Responsibilities:

1. Functions as a model student and a liaison between the students and professor.
2. Creates and provides additional review materials to help students assimilate the course content and become more effective learners.
3. May attend all class sessions. Is familiar with the notes for the specific course content and reads all assigned materials (text and supplementary).
4. Integrates study strategy techniques with the course content.
5. Collects data that documents the attendance and participation of students, and the effectiveness of the LA model.
6. Attends tutor training and staff meetings as required.
7. Develops and maintains relationships with the course content professor, student participants, and REACH supervisor.
8. Administers student evaluations at the end of each semester.
9. Performs other duties as assigned.

Evaluation:

New Learning Assistants are observed and all learning assistants are evaluated each semester. The purpose for each observation and evaluation is to recognize and indicate good practice and to help each LA leader improve his/her study sessions as needed for the benefit of all student participants.