



**NYC Department of Education
2016 Summer Internship Program
Project Form**

INTERNSHIP TITLE:

Special Education Office Operations Intern

DIVISION/OFFICE:

Division of Specialized Instruction and Student Support (DSISS)

ADDRESS:

52 Chambers St., Room 220, New York, NY 10007

OFFICE DESCRIPTION:

The Division of Specialized Instruction and Student Support (DSISS), Special Education Office, serves students with a range of disabilities, from the mildest to the most severe. The vast majority of our students who receive special education supports and services are taught in the same schools and classes as their peers who do not have disabilities. In some cases, students are in “Integrated Co-Teaching” (ICT) classrooms, where a general education teacher and a special education teacher teach together. Others attend more specialized classes in community schools. Students with disabilities requiring more intensive supports and services are often served by District 75. DSISS is responsible for ensuring all 1,700+ students with Individualized Education Programs (IEPs) receive all mandated services as listed on their IEPs. The Operations Team oversees all operations for over 1200 employees of the Special Education Office spanning human resources and human capital, budget, procurement, grant management etc.

INTERNSHIP RESPONSIBILITIES:

If you are interested in learning more about web publishing, developing professional development for education administrators and creating partnerships with community based organizations, this is a great opportunity! You will be supervised and trained in a diverse portfolio of projects, which directly impact the human talent in the Special Education Office and beyond, allowing you to experience interning for the city in an operations capacity.

- Assist with Data entry as it relates to Professional Development projects
- Assist with gathering vendor information as it relates to Professional Development projects
- Assist with Professional Development trainings as needed (*specifically, summer offerings)
- Assist with gathering Professional Development data and the creation of presentations through PowerPoint
- Assist with data entry as it relates to Labor Relations Matters
- Help maintain data and track responses as it relates to notifications from OPI
- Create and maintain various reports in Microsoft Excel
- Assist with Parent IEP Member process
- Support Senior Executive Director on Special Projects
- Perform related work to support the Special Education Office and Chief Executive Director



QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

The ideal candidate for this position would have a basic understanding of psychology, human resources and labor relations and/or a background in marketing. This position requires someone who is well organized and detail oriented, has an ability to work in a fast paced environment with changing priorities, possesses excellent customer service skills, has experience in creating relationships with non-profit organizations that are mutually beneficial, has excellent verbal and written communication skills and is proficient in the Microsoft Office Suite.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):