



# 2014 NYC DOE Summer Internship Program

**INTERNSHIP TITLE:**

DOE - 008 Special Education Operations Intern

**DIVISION/OFFICE:**

Division of Specialized Instruction and Student Support (DSISS)

**ADDRESS:**

Tweed Building, 52 Chambers Street, New York, New York 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 working for the city in an operations capacity. Your supervised responsibilities will be to research website publication and professional development vendor interfacing. You will assist with and be trained in supporting multiple professional development opportunities in June, updating materials on the internal and public facing websites, identifying volunteer partnerships, and procurement and budget support to close the fiscal year, as well as general operations support to prepare for the new fiscal year.

1. Professional Development
  - a. Support Professional Development Sessions in June
    - i. Conflict Resolution Trainings (7 sessions)
    - ii. Performance Management and Communication Styles (6 sessions)
    - iii. Management Development Series (4 sessions)
2. Website Maintenance
  - a. Identify and update exiting documents to reflect new chancellor (as appropriate)
    - i. Internet (Public Website)



**Department of Education**

*Carmen Fariña, Chancellor*

- ii. Intranet (Internal Website)
- b. Process
  - i. Check and complete the list of all linked documents on the public and internal facing websites
  - ii. Internally vet which should be updated with Chancellor Farina's name
  - iii. Update all identified documents
  - iv. Replace existing documents with updated versions
- 3. General Operations
  - a. Support the operations team in closing out this FY, and preparing for next FY
  - b. Process
    - i. Assist the budget team to analyze budget data for the close of this FY
    - ii. Assist the procurement manager to meet deadlines for this FY
  - 1. Assist in the preparation of purchase orders
  - iii. Plan for the upcoming year with the operations team
    - 1. Human Capital, Budget, Human Resources, Procurement, Space Management, Grant Applications etc.
    - 4. Research
      - a. Identify Possible Volunteer Opportunities
        - i. Talent Inventory
          - 1. Languages, skills
          - ii. Audience- Entire Division
            - 1. Develop Survey to Identify areas of Division-wide Interest for PD
              - a. Based on outcome/data of above, identify at least 2 in each category to contact
              - b. Create Searchable and Dynamic Directory
            - b. Process
              - i. Research in FAMIS and online
              - ii. Create an interactive and searchable list of contact and pertinent information for each vendor

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:**

Current undergraduate students who meet the eligibility criteria of a B average or greater may be considered for an unpaid internship. The ideal candidate for this position would have a basic understanding of psychology, human resources and/or a background in web publishing. This position requires someone who is well organized and detail oriented, with an ability to work in a fast paced and environment with changing priorities, excellent customer service approach to working with colleagues, willing and able to transport bulk materials, has experience in creating relationships with non-profit organizations that are mutually beneficial, excellent verbal and written communication skills and is proficient in the entire office suite.

**SALARY INFORMATION:**

This is an unpaid internship.

**ADDITIONAL INFORMATION/COMMENTS (Optional):**

[Empty box for additional information/comments]