



# NYC Department of Education 2015 Summer Internship Program Project Form

**INTERNSHIP TITLE:**

Preschool Special Education Intern

**DIVISION/OFFICE:**

Special Education Office (SEO)

**ADDRESS:**

52 Chamber Street, Room 220

**OFFICE DESCRIPTION:**

The Special Education Office (SEO) provides content expertise and leadership for the DOE in supporting professionals; partnering with families and communities; and serving, including and advocating for students with disabilities. This work ensures that all NYC learners have access to, and support within, high quality instructional programs and receive services that maximize their potential as independent, active learners and members in their school and community. SEO works to make sure all students with disabilities in NYC have access to great school communities, classrooms, instruction, services and curricula that maximize strengths and learning, support postsecondary transition and promote opportunities for personal fulfillment. The Preschool Special Education Team’s mission is to partner with and advocate for our youngest learners with disabilities and their families to ensure access to and support within high quality instructional programs and services that provide the foundation of skills, knowledge and approaches to learning needed to be on a path towards future success.

**INTERNSHIP RESPONSIBILITIES:**

The Preschool Special Education Intern will provide support to ensure accountability in the arrangement and implementation of preschool special education services citywide.

The Preschool Special Education Intern will be mentored by the Manager of Special Projects for Preschool Special Education and will assist with the following:

- Operational and planning support
- Implementation of special projects and strategic initiatives
- Developing resources and materials with a focus on parent and family engagement and policy guidance
- Data analysis and tracking

The Preschool Special Education Intern will also attend internal, external and cross-divisional meetings and will engage in assignments aimed at improving organizational systems, enhancing communications, and collaboration building

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

- An interest in early childhood, special education, and education administration
- Ability to both follow protocol and think outside the box
- Excellent oral, written, communication, organizational, and interpersonal skills
- Ability to work in a fast-paced, professional environment
- Proficiency in Microsoft Outlook, Word, PowerPoint, and Excel
- A heart for students, families, and educational equity
- Energy, spunk, zest, and a sense of humor

**SALARY INFORMATION:**

This is an unpaid internship.

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

The intern would have the opportunity to:

- Be part of the Mayor's initiative to implement free, high-quality, full-day Universal Pre-Kindergarten for all four-year-olds in New York City
- Be a part of a new team tasked with arranging and implementing preschool special education services
- Gain insight in the areas of early childhood, special education, and education administration
- Advocate for New York City's youngest and most vulnerable learners
- Experience a highly professional, fast-paced work environment at a New York City agency

The intern would develop professional skills in the areas of:

- Project management
- Strategic thinking and planning
- Written and oral communication
- Operations
- Family and community engagement
- Data analysis
- Organization and systems development and implementation
- Cross-functional collaboration