



DEPARTMENT OF EDUCATION

2012-2013 INTERNSHIP PROGRAM Position Title – Programmer Intern

Contact: Andrew Lowenthal

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Agency Description:

The New York City school system is the largest in the country, composed of approximately 1.1 million students and 75,000+ teachers in over 1,700+ schools. In January 2003, the Department of Education (DOE) launched Children First: A New Agenda for Public Schools in New York City, a multi-year reform effort aimed at significantly improving student achievement through effective teaching and learning.

Office Description:

The Division of Academics, Performance, and Support (DAPS); Office of Research, Accountability, and Data's (ORAD) Progress Reports team creates and maintains key accountability and performance management tools used by school administrators and educators. This involves programming, designing, enhancing and distributing of a series of reports and software system tools. The Programmer Intern will write and execute code to provide data and analysis for policy decision-making and will learn about decisions on principal performance reviews, progress report scores, network goals/targets, school closures and principal tenure decisions.

Position Reports to: Director, Progress Reports

Internship Responsibilities:

- Write, maintain, and execute code required for the implementation of the Progress Reports and School Survey, i.e., SAS, Excel VBA, T-SQL
- Work on the development, maintenance and quality control of Progress Report programming code
- Improve the scalability, accuracy, and automation of technical aspects of the Progress Reports
- Create technical and process documentation
- Explore system methods of increasing the value of the Progress Reports as business intelligence tools for educators, administrators, and the public
- Performs other administrative duties, as assigned

Qualifications/Special Skills:

- Knowledge of SAS BASE, SAS macros, Excel VBA, or Microsoft SQL Server
- Knowledge of at least one scripting language (e.g., Python), a plus
- Knowledge of Microsoft Office software including Access, Excel, Word, and PowerPoint
- Possess strong organizational skills and ability to work independently
- Excellent technical, research, and problem-solving skills
- Graduate student preferred; high-performing undergraduates with relevant experience welcome to apply

Salary Range: \$15-20/hour

Work Schedule: Minimum of 20 hours per week; minimum commitment of 6 months, with a desire to continue into Summer 2013. Flexible weekday hours.

Application Process: Please send cover letter and resume to Andrew Lowenthal at ALowenthal@schools.nyc.gov. Please include "Programmer Intern – Progress Reports" in the subject line.