



NYC Department of Education 2015 Summer Internship Program Project Form

INTERNSHIP TITLE:

Research Support Intern

DIVISION/OFFICE:

Division of Teaching and Learning / Office of Talent Research and Data

ADDRESS:

65 Court Street, Rm 405, Brooklyn, NY 11201

OFFICE DESCRIPTION:

As part of the Department of Education’s (DOE’s) Division of Teaching and Learning, the Office of Talent Research and Data (ORD) is responsible for developing policies, programs, systems, and tools that support the development and evaluation of teachers and leaders in NYC schools. The ORD team provides in-depth analysis, linking policies to the impact they have on student and teacher outcomes. This analysis provides critical information used to inform strategy and enables the Division of Teaching and Learning (DTL) to continually assess and improve policies and programs. The goal of the Office of Talent Research and Data is to provide research and analytics that support data-driven systems and inform decision-making for how the DOE selects, develops, evaluates and retains the most effective teachers and school leaders to ensure that every student is college and career ready upon graduating from high school. ORD is a dynamic team of programmers and analysts that produce important analysis for policy makers to best serve New York City’s public school population of approximately 1.1 million students and 75,000+ teachers across over 1800 schools.

INTERNSHIP RESPONSIBILITIES:

The intern will work with office staff on one or several of the following projects:

- Participate in the design of educator evaluation reports: Each year, NYC city educators are evaluated based on their pedagogy and student progress. Reports are produced for each teacher, with the goal of presenting a clear and instructionally valuable summary of results.
- Assist with employee retention research: Are particular subgroups of teachers more/less likely to continue teaching in NYC public schools? Are particular subgroups more likely to advance into leadership positions within schools?
- Engage in Teacher Effectiveness Research: Are particular groups of teachers having an outsized impact on student growth? Can we identify teams of teachers that really propel students forward from year to year?



**Department of
Education**

Carmen Fariña, Chancellor

The intern will also job shadow several individuals in the office:

- Shadow directors of various ORD teams, specifically targeting meetings that involve other offices to broaden intern's understanding of context

The intern will present his/her capstone project (likely based on one of the projects listed above) to office staff in an ORD discussion series meeting.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Preferred candidates have some or all of the following skills/experience

- Social science research experience
- Ability to design and layout content in an aesthetically pleasing and easy to read arrangement
- Experience analyzing data using SQL, SAS, R, Python, or some other statistical software
- Experience using Tableau

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):

The Research Support Intern will gain data analysis and research experience in the context of education policy. In addition, intern will learn about the organizational structure of the NYC Department of Education and have the opportunity to meet a variety of office and division leaders.