

2014 NYC DOE Summer Internship Program

INTERNSHIP TITLE:

DOE 002 - Division of Specialized Instruction and Student Support: Support Analyst/Data and Accountability Intern

DIVISION/OFFICE:

Division of Specialized Instruction and Student Support

ADDRESS:

Tweed Building, 52 Chambers Street, New York, New York, 10007

OFFICE DESCRIPTION:

The Division of Specialized Instruction and Student Support provides central support to schools for students with disabilities and English Language Learners. The Division believes that all students should have access to high-quality, challenging instruction that will prepare them to reach their greatest potential, including college, careers, and independent living. Our promise of equity means ensuring that all students—including those who require special education services and those who are English Language Learners—have access to opportunities to prepare for success. A Shared Path to Success is a multi-phase initiative which focuses on preparing all students to graduate from high school college and career ready.

The Shared Path to Success initiative is designed to build capacity in schools to close the achievement gap and improve compliance with key special education indicators and benchmarks for students with disabilities and English Language Learners. Within the division, the Data and Accountability unit supports the initiative through data analysis.

INTERNSHIP RESPONSIBILITIES:

The intern assigned to the Data and Accountability Team would be supervised in, trained and assist with the utilization and expanded knowledge of strategic planning, project management and special education to support the critical conversations and initiatives across the units within the division. The intern would assist in data and statistical analyses that would impact on policy recommendations and related decisions that support the design and implementation of the system-wide reforms aimed at improving processes and learning environments for students with disabilities by assisting with:

- data and statistical analyses
- reports with respect to Special Education initiatives
- identifying critical opportunities to create a strategic alignment plan, coherence, and timeliness of the Division's central initiatives directed at schools to better enable effective implementation.
- identifying opportunities to provide support to academic achievement in schools

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 successful intern will have knowledge and skills in the Microsoft Office Suite, particularly Excel and PowerPoint. Knowledge and skills in Microsoft Access and statistics are desired but not required.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):

Our previous interns have enjoyed the camaraderie of our team and the skills they have learned. We have all felt that the internships have been "win-wins" for the interns as well as the team, the division, and the students of the City of New York.