

NYC Department of Education 2016 Summer Internship Program Project Form

INTERNSHIP TITLE:

Special Education Instructional Team Intern

DIVISION/OFFICE:

Special Education Office (SEO)

ADDRESS:

28-11 Queens Plaza North, 2nd floor, Queens, NY

OFFICE DESCRIPTION:

Special Education Instructional Team: The instructional team is responsible for the development of materials, creation of professional learning opportunities and cycles of learning to support all stakeholders with policy decisions and instructional guidance to ensure that students with disabilities are included in high level instructional opportunities leading to preparation for post-secondary college and career options

INTERNSHIP RESPONSIBILITIES:

Support the SEO instructional team with program and project management related to our online professional development registration site and coordinating space for face to face professional development opportunities.

- Participate in the development of project plans for key special education data and tracking systems to ensure that project goals and objectives are met
- Support key aspects of the Special Education Instructional team program operations and implementation of events and communication with field staff and schools
- Manage and coordinate training for field staff, superintendents, and school based staff related to special education instructional offerings and guidance documents
- Develop reports and guidance for the Senior Leadership with actionable data
- Identify barriers or issues impeding project objectives and convene appropriate problem solving sessions with project teams. Escalate project roadblocks to Senior Executive Director of Instruction and Leadership



**Department of
Education**

Carmen Fariña, Chancellor

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Special Education, Policy, information technology

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):