



An award-winning EL Education School in Washington, DC
Internship Coordinator

The internship program will provide students with real, marketable skills and an understanding of what possible careers are available to them. Each student's internship will build upon their transition plans, helping them to develop self-advocacy, independence, and professional skills. The Internship Coordinator will be responsible for establishing and cultivating partnerships, mentoring and supporting students, and building and managing a strong and sustainable program. The Internship Coordinator will provide students with mentoring and training throughout their internship, ensuring that students receive support to understand the intricacies of a professional work setting (e.g. how to dress, how to answer the phone, how to communicate with one's supervisor, etc). This job description is meant to provide an outline for the many and varied responsibilities of the position. There may be additional responsibilities as the program develops and needs arise. The Internship Coordinator reports to the High School Principal and works closely with the Head of School, Director of Special Education and Director of College Counseling and Partnerships.

The Internship Coordinator position is 10-month, part-time (.6) or 24 hours per week. The position is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

In the following areas the Internship Coordinator will...

Curriculum and Student Support

- Develop the curriculum and teach a Wednesday afternoon internship seminar course designed to provide the necessary scaffolding and skills for students embarking on internships and considering career paths.
- Provide students with individualized mentoring and job coaching throughout the internship designed to foster success in the internship and long-term career planning.
- Support students with a foundational work skills important for job obtainment and success in a variety of work settings (e.g.- how to dress for success, build a resume, interview, how to answer the phone, how to communicate with one's

supervisor. Recruit students to participate in the program and ensure that they clearly understand the expectations.

- Get to know students individually to understand students their interests and goals (short and long-term).
- Provide accountability by checking up on attendance and punctuality and following up with students as needed.
- Provide detailed and timely feedback regarding coursework and the quality of work that was performed at the internship; enter grades in JumpRope.

Internships/Partnerships

- Cultivate partnerships and identify internship sites aligned with student interests and transition plans.
- Develop a handbook and program materials for partner organizations.
- Communicate regularly with each supervisor, bi-weekly, to answer questions and address concerns.
- Conduct site visits to observe internship sites while students are working.
- Collaborate and work with the College Counseling office on department priorities related to current partnerships, senior intern placements, and alumni programming as needed

Assessment/Compliance/ Program Management

- Communicate with and provide updates to parents of students in the internship program.
- Develop a handbook for students and parents that clearly outlines expectations and policies.
- Develop and manage the application process for interns.
- Keep and maintain time logs for students at their assigned internship sites
- Ensure quality of internship placements and intervene early with any concerns.
- Coordinate regularly with school's Transition Coordinator with regard to students with special needs.
- Regularly make reports to the Principal and Director of Special Education on student and program progress.

Other Professional Responsibilities

- Maintain membership in professional organizations.

- Be on time for classes, duties, planning sessions, team meetings and professional development activities. Communicate about and plan for absences in advance with teaching partners and the Principal.
- Seek to resolve conflicts with colleagues as soon as they arise. Seek support from the Principal when needed.
- Make classrooms open to visits from other teachers, administrators, family members, prospective families and visitors to the school in ways that are not disruptive to student learning. Involve students in welcoming visitors and communicating about the program.
- Check voicemail and email daily and respond within 24 hours to requests from parents, administrators and colleagues.

Compensation and Benefits: Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package

To Apply: Email your resume and letter of interest to capitalcityjobs@ccpcs.org. Please include the position title in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School: Capital City was founded in 2000 and now serves 983 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.