

PART-TIME AND TEMPORARY POSITION

Title: Intern

Department: Office of Multilingual Curriculum & Programs

Reports To: Coordinator, Multilingual Assessment Center (MAC)

Job Summary:

This is a part-time, temporary position that offers a hands-on learning experience for a dedicated intern that is interested in the field of education, specifically English Language Learners (ELLs). We are seeking an energetic, responsible intern to join our team. In this position, you will learn the ins-and-outs of our daily routines and procedures. You will focus on learning how our organization runs, and can be expected to gain valuable insight that can further your interest in the education field.

Essential Functions:

- Assist with data entry and student enrollment
- Assist with assessing student's English proficiency
- Assist in new student/family orientation
- Perform other duties as assigned by Coordinator

Qualifications:

- Strong organizational skills
- Must be able to work independently
- Works well on a team
- Strong written/verbal communication
- Proficient in Microsoft Word and Excel
- Ability to maintain confidentiality
- Bilingual English/Spanish preferred

Hours of Employment:

- Monday – Friday, 4-5 hours daily (July 28-November 1, 2019)

Application Procedures:

- Email your resume to Ms. Zee Olmo (zrolmo@philasd.org)
- Please note that to be eligible to work for The School District of Philadelphia, you must complete clearances and paperwork prior to your start date.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.