



## CHARIHO REGIONAL SCHOOL DISTRICT

### Job Description

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<b>Position Title</b>	Internship Coordinator
<b>Reports To</b>	Career & Technical Center Director, High School Principal
<b>Level/Grade</b>	Grades 11 through 12
<b>Type of position:</b>	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

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The Internship Coordinator coordinates and delivers all aspects of the Chariho High School and Chariho Area Career and Technical Center Internship Program.

#### Qualifications

- Secondary Teaching Certification

#### Essential Duties and Responsibilities (*other duties may be assigned*)

- Implements the school counseling curriculum, especially as it relates to career development, and adheres to the policies and related directives of the Chariho Regional School District. Seeks opportunities for the integration of the school counseling curriculum with the curriculum of other disciplines.
- Promotes the attainment of the District's mission, vision, and strategic plan.
- Displays strong and deep knowledge of the philosophical foundations and content of the curriculum, especially as it relates to career development.
- Applies current research-based best instructional practices and strategies to deliver the curriculum.
- Assists students in identifying career interests.
- Organizes, presents, and pursues student volunteer opportunities.
- Collaborates with guidance counselors in the development of individual learning plans.
- Develops and supervises formal internship program for all students.
- Visits sites to ensure safety compliance.
- Monitors student progress, including journaling activity.
- Holds students accountable for workplace procedures.
- Meets and consults with students to discuss internship experience.
- Evaluates effectiveness of internship experience.
- Seeks and identifies new internship opportunities.
- Supervises students involved in internship program and assures connection to student learning and career interests.
- Provides credit report to guidance department head.
- Develops annual internship program report.
- Integrates technology to coordinate and deliver the internship program.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly, respectfully, and truthfully with colleagues, in service to students.
- Consults and collaborates regularly, respectfully, and truthfully with students and parents; communicates immediately with both when there are concerns.
- Takes responsibility for personal professional growth.
- Participates in school events and in school and/or department improvement efforts.
- Supervises and assists with the evaluation of others, including but not limited to volunteers and teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.

- Other duties as assigned by supervisor.

## **Supervises**

Students

## **Skills Required**

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

## **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

## **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

## **Education Requirements**

Specialized Training and/or Associates Degree

## **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Created 9/9/2003**

**Revised 7/24/2014**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*