Internship Position:
School Improvement Assistant

Organization:
Hillsborough County Public Schools - In terms of having an impact and making a difference in education, HCPS offers numerous opportunities for novice educators to experience success in multiple areas of interest because of its size, need, and diversity. Furthermore, HCPS is an exceptional choice for future educators as it is considered to be one of the most innovative districts in the nation in the context of current reform efforts aimed at improving student achievement by targeting the single greatest indicator of student achievement – highly effective teachers and school leaders. HCPS’ trailblazing reforms have been featured prominently in Time magazine, the Wall Street Journal, Education Weekly, the New York Times, the Washington Post, Bloomberg Press, and the Tampa Bay Times. Most notably, in 2010, HCPS partnered with the Bill & Melinda Gates Foundation to create Empowering Effective Teachers, a reform that encompassed teacher recruitment, on-boarding with full release mentors, exit counseling for ineffective teachers, and a reformed evaluation process including student achievement gains as a prominent measure of effectiveness.

Program:
School Improvement is a federally funded grant program designed to improve the academic achievement of low-performing schools.

Expected Outcome:
The School Improvement Assistant will go through the entire grant process (collecting needs assessment data and writing, implementing, and evaluating the grant) and learn how the process connects to school reform to make a difference for students in poverty.

Position Duties and Responsibilities
The School Improvement Assistant will work closely with the Director of Reform, Title I Schools as well as the school administration and the Supervisor of Federal Program Evaluation. The Program Assistant will:
  o Assist in writing the School Improvement Grant for 2013-14
  o Assist in coordinating the components of the 2012-13 School Improvement Grant, including the extended year program
  o Assist with data collection and evaluation of the 2012-13 School Improvement Grant
  o Work with school principals as well as classroom teachers

Required Knowledge/Skills/Abilities
The School Improvement Assistant must have the desire to work with children in poverty with the goal of helping to close the achievement gap, technical writing skills, good people skills (the ability to communicate with students, teachers, principals, and district staff), and the ability to assist with data collection and initial basic interpretation of the data.
**Location:**
Hillsborough County, which approximates the size of Rhode Island, includes Tampa, a large urban city, and several outlying municipalities and communities. With over 1,000,000 people, Tampa has become the regional financial, service, and distribution center for Florida’s West Coast. It is economically, ethnically and linguistically diverse, with 25% of families speaking a language other than English. The population is geographically diverse, with large farming areas to the south and east, numerous suburbs, and a dense, urban core. HCPS is the 8th largest school district in the nation, with over 194,000 students in 142 elementary schools, 44 middle schools, 2 K-8 schools, 27 high schools, and 4 career centers. Currently over half (57.82%) of all students are classified as economically disadvantaged, which represents over a 2% increase in just one school year and a 22.5% increase in the number of students eligible over the last decade.

Without a doubt, Hillsborough County is one of the best places to live and work. Besides its outstanding reputation for education, it is also a county rich in history, culture, the arts, entertainment, and professional and college sports. As a matter of fact in 2008, Tampa was ranked as the 5th best outdoor city by *Forbes*. A 2004 survey published in *Washington Square News*, a New York University publication, ranked Tampa a top city for “twenty-somethings.” Situated on the west coast of Florida, on Tampa Bay near the Gulf of Mexico, Tampa is nearby miles of pristine, white sandy beaches. Tampa also has a beautiful downtown cityscape surrounded by the Hillsborough River, yet despite its size, manages to maintain its small town charm. The Tampa area is home to numerous restaurants, popular nightlife districts including Channelside, Ybor City, SoHo, International Plaza and Bay Street, and the Seminole Hard Rock Café, as well as a number of museums, performing arts centers, and theme parks. Easy access to beautiful beaches, a myriad of cultural options, and countless activities available to professionals make Tampa an ideal venue for employment.

**Orientation/Training Required**
The School Improvement Assistant will incur the cost of this screening (approximately $85), which should be completed prior to the start of the internship.

The School Improvement Assistant will be given an orientation to the school district, the program, the schools involved, and the expectations.

**Supervisor:**
Debbie Cook  
Director of School Reform, Title I Schools  
deborah.cook@sdhc.k12.fl.us

**Time Requirement**
The time required mirrors a five day work week. The work schedule will be Monday – Thursday, from 7:00 – 5:45 (which includes 45 minutes for lunch).