Camden City School District: Office of General Counsel  
Camden, NJ

Mission Statement:
The Camden City School District’s Office of General Counsel is responsible for providing legal advice to the school district and the Superintendent.

The General Counsel's office provides advice on a wide range of substantive areas, including education law, administrative law, contract law, federal law, employment law, civil rights compliance, ethics standards, and open government law.

The General Counsel's Office also has substantial responsibilities in the area of helping to identify and shape public policy issues on topics important to the District and its stakeholders.

Internship Title:  CCSD Legal Intern

On-site Supervisor/Co-educator:
Name: Bryant Horsley
Title: General Counsel for Camden City School District
Email: bhorsley@camden.k12.nj.us
Telephone: 856-966-2000 x38090
Mailing Address: 201 N. Front Street, Rm. 703, Camden, NJ 08102

Additional Contact:
Name: James Rolle, Jr
Title: Manager of Legal Affairs
Email: jrolle@camden.k12.nj.us
Telephone: 856-966-2000 x38725
Mailing Address: 201 N. Front Street, Rm. 705, Camden, NJ 08102

Duties/Project Description:
The General Counsel's office offers interns the opportunity to become directly involved in the broad range of legal and policy matters that come into the office. We hope to create a challenging and interesting experience for an intern. Our "small law firm" environment enables an intern to experience a wide range of education law issues common to all school districts, as well as those issues unique to the Camden City School District in its quest to provide quality education to its over 15,000 students. This 8-10 week program will integrate interns with valuable professional development experience. Interns will have the chance to discover ways in which law intersects with the daily operations of a school system, local government, and the lives of students and families within the Camden City School District. Interns will have the opportunity to engage in the varied aspects of work within the Office of General Counsel, including research, investigative procedures and local engagement with the Camden community. The CCSD Legal Internship is open to upper-level undergraduates interested in law and education, as well as current Law School students. We anticipate selecting 1-2 interns. While we are not able to pay our interns, we will cooperate in arrangements for law school credit.

Duties Include:
- Attend a training, to be held at the beginning of the program, to learn more about the District’s transformation, and get a brief understanding of day by day operations within the Office of General Counsel.
- Assist in conducting research projects
- Draft, review and revise memoranda, memoranda of understanding, data sharing agreements and other legal documents with appropriate supervision.
- Track pending legislation that relate to the varied initiatives of the District.
- Draft correspondence and otherwise assist the General Counsel staff with their duties.

Additionally, interns will have opportunities to observe various phases of litigation, including depositions, trials, and motion hearings.

February 2015
Qualifications:
- Desire to practice education law is preferred.
- Flexible
- Hard working
- Strong interpersonal skills
- Strong critical thinking and writing skills
- Organized
- Self-motivated

Orientation Plan:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:30-10:00</td>
<td>Breakfast</td>
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<tr>
<td>10:00-10:30</td>
<td>Ice Breaker</td>
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<tr>
<td>10:30-11:30</td>
<td>Life Maps</td>
</tr>
<tr>
<td>11:30-12:30</td>
<td>Orientation and Program Overview</td>
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<tr>
<td>12:30-1:15</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15-2:00</td>
<td>Expectations &amp; Norms, Day In-the-life</td>
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<tr>
<td>2:00-3:00</td>
<td>Tour of Camden</td>
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<tr>
<td>3:00-4:00</td>
<td>Tour Discussion</td>
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</tbody>
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<tbody>
<tr>
<td>9:30-10:00</td>
<td>Breakfast</td>
</tr>
<tr>
<td>10:00-12:30</td>
<td>Waiting for Superman Movie</td>
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<tr>
<td>12:30-1:30</td>
<td>Lunch &amp; Movie Discussion</td>
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<tr>
<td>1:30-2:30</td>
<td>Communications</td>
</tr>
<tr>
<td>2:30-3:00</td>
<td>Affirmative Action</td>
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<tr>
<td>3:00-4:00</td>
<td>Logistical Updates: Finger Printing, HR Documents, etc.</td>
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Supervision/Mentor Schedule:
CCSD Legal Interns will be supervised and mentored by Mr. Bryant Horsley & Mr. James Rolle, Jr., and will engage in weekly Leadership Meetings, which will consist of regular updates, as well as opportunities for professional feedback and development.

Non-English language requirement? Spanish proficiency is valuable but not a requirement

Working Conditions:
CCSD Legal Interns will share a large office space and will receive a District laptop for use at the office. They will not have access to District vehicles.

Preparation:
- Please read & review the Camden Commitment (available at: http://www.camden.k12.nj.us/apps/pages/index.jsp?uREC_ID=229399&type=d)
- Also helpful to review:
  - New Jersey Education Regulations (N.J.A.C. 6A:1-1 et seq.)
  - Camden After the Fall: Decline and Renewal in a Post-Industrial City by Howard Gillette, Jr.
  - Public Education in Camden, N.J.: From Inception to Integration by Fred Reiss, Ed.D.

Is the organizational accessible via public transportation? YES

Does the internship require use of personal vehicle? No, but encouraged

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