Camden City School District: Division of School Support
Camden, NJ

Mission Statement:
Camden City School District is in a historic period of change. With the recent state intervention, Camden is uniquely poised to transform and re-focus its efforts to ensure all students have the academic and personal skills required to succeed in life. Currently, Camden City has 26 district and 11 charter schools serving more than 15,000 students in total, of whom nearly 95% qualify for free or reduced price lunch. The district is committed to building talented and committed cadres of educators and providing the appropriate supports to schools to ensure all students can be successful.

The Camden Commitment outlines the district’s plan to ensure that every student in the city is enrolled in an excellent school that meets his or her unique needs. The Camden Commitment represents the district’s promise to honor the faith of educators, community members and families in the limitless potential of our children by implementing the considerable changes necessary to ensure that they are able to learn in an excellent school. As a part of this plan, the district is in the process of streamlining and transforming the Central Office into a customer service and school support organization focused on ensuring that all schools are well-equipped to provide all of their students with an excellent education.

Internship Title: School Support Student Intern

On-site Supervisor/Co-educator:
Name: Emir Davis
Title: Senior Director, School Support
Email: edavis@camden.k12.nj.us
Telephone: 856-966-2000 x
Mailing Address: 201 N. Front Street, 2nd Floor, Camden, NJ 08102

Additional Contact:
Name: Aida Figueroa
Title: Family & Community Engagement Liaison
Email: afigueroa@camden.k12.nj.us
Telephone: 856-966-2000 x38728
Mailing Address: 201 N. Front Street, 3rd Floor, Camden, NJ 08102

Duties/Project Description:
The School Support Internship Program is intended for top undergraduate and graduate students with the opportunity to gain practical experience within Camden City School District, an urban K-12 school district currently undergoing transformation. This 8-10 week program will integrate interns with valuable professional development experience. The School Support Student Intern’s primary function will be to assist summer school personnel within the various summer programs and services offered both within the District Central Office, and across District schools throughout the city. Early in the Internship Program, all Interns will receive training in techniques of the tutoring and mentoring of children and District protocol, as it applies to School Support.

Duties Include:
- Attend orientation session, to be held at the beginning of the program, to better understand the Camden City School District and the roles and responsibilities required as a School Support Intern.
- Working with the School Support staff, assist in the development and facilitation of summer programs and activities, both within the Central Office and across District schools.
- Collaborate with Summer School leaders in the classrooms and daily activities.
- Assist in the planning and execution of special events.
- Support the recruitment of parents and family members, at District summer school sites, for community meetings, community centers and other family/parent-focused initiatives.
- Assist staff with clerical and/or community outreach duties; this may include attendance at community events, during evenings and weekends, as necessary.
- Support Lead Staff in providing supervision and guidance to children grades K-12.
- Use social networks to help amplify the District’s message and talk about the work that we do.

February 2015
Qualifications:
- Flexible
- Hard working
- Passion for working with students, within a high-needs urban area.
- Strong interpersonal skills
- Strong critical thinking and writing skills
- Organized
- Self-motivated
- Goal and metrics driven

Orientation Plan:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30-10:00</td>
<td>Breakfast</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>Ice Breaker</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>2:00-3:00</td>
<td>Tour of Camden</td>
</tr>
<tr>
<td>3:00-4:00</td>
<td>Tour Discussion</td>
</tr>
</tbody>
</table>

Day 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>12:30-1:30</td>
<td>Lunch &amp; Movie Discussion</td>
</tr>
<tr>
<td>1:30-2:30</td>
<td>Communications</td>
</tr>
<tr>
<td>2:30-3:00</td>
<td>Affirmative Action</td>
</tr>
<tr>
<td>3:00-4:00</td>
<td>Logistical Updates: Finger Printing, HR Documents, etc.</td>
</tr>
</tbody>
</table>

Supervision/Mentor Schedule:
Interns will be supervised and mentored by Mr. Emir Davis, and will engage in weekly School Support Intern Meetings, which will consist of regular updates, along with a Share & Learn activity.

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

Working Conditions:
All Interns will share an office space, centrally located, and will receive a District laptop for use at the office. In addition, some of the Interns will be assigned to specific District schools offering Summer Programs, and will report directly to those school sites, as needed.

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:
  - 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

February 2015