



District & School Design Internship Posting ***Innovation for Equity Toolkit Visual and Film Design Intern***

The District and School Design team at the Center for Collaborative Education is pleased to offer one internship position for the Spring 2019 semester. The DSD team believes that student-centered learning is an important approach that must be supported by a strong emphasis on equity in order to benefit all students. While we have spent the last several years providing coaching, professional development and support to schools moving toward student centered, equity-focused approaches, we are currently developing a School Design Toolkit in which equity will be a central focus and are seeking an intern to help us put together certain aspects of this Toolkit.

Innovation for Equity Toolkit Project

Our “Innovation for Equity” School Design Toolkit will include several components, targeting different focus areas. All components will be accessible online, and multimedia inclusions, such as videos and links, will take advantage of this blended format. The toolkit will include the following elements:

- **Equity in Innovation Guide Book:** This guide will provide a strategic approach toward achieving equity through personalized learning practices, including tools, frameworks, and protocols toward this end. The guide will highlight a framework for personalized learning with an equity lens while providing flexibility for schools to adopt their own vision for their community.
- **Individual Case Studies:** While the guidebook will feature several mini-case studies, we also plan to release 2-4 full-length case studies of schools we have worked with
- **Student Voices Blog & Vlog Series:** This series of posts on CCE’s blog would feature students sharing what they want from their educational experiences. It would include both written blogs and “vlogs” (video blogs) featuring students.
- **Webpage:** Housed on the main CCE website, we will create a page dedicated to the Toolkit, featuring online versions of all resources. Our toolkit webpage will also feature eye-catching, illustrative infographics that highlight standalone aspects of effective and equitable school design.

Fall or Yearlong Internship opportunity

We are specifically seeking an intern who can support us with the gathering, development and design of the tools and resources within the book and webpage, as well as the development of student vlog videos, including potential film editing work.

Interns’ individual experiences are structured so that interns may:

- Learn more about and contribute to CCE’s work
- Gain new perspectives on solutions to current issues and projects
- Gain access to academic and technical skills
- Be part of the development of new resources and tools

We will provide opportunities for interns to:

- Engage in a collaborative work environment through assignments on team projects

- Learn about the work of an educational non-profit
- Explore the field of equity-focused, student-centered learning

Dates: January 2019 to May 2019. The timeframe is negotiable.

Hours: 8-10 hours/week (negotiable)

Compensation: \$500 stipend per semester. The stipend may be applied to work study. Depending on school requirements, it may also be possible to earn course credit.

This internship is primarily remote but requires occasional in-person meetings in our Boston office.

Qualifications & Other Information

The ideal candidate for this position should have the following qualifications:

- Graduate or top undergraduate student in education, public policy, evaluation, non-profit management, business, marketing, or relevant field
- Knowledge about and interest in educational equity and student-centered learning
- Strong writing, analytical and communication skills
- Strong organizational skills; ability to multi-task and complete projects by deadline
- Microsoft Office skills *required*
- Infographic and/or visual art experience and/or basic film editing skills *strongly preferred*
- Ability to work remotely and join occasional virtual (Google Hangouts) and in-person meetings

About CCE

The mission of the [Center for Collaborative Education](#) (CCE) is to transform schools to ensure that all students succeed. CCE envisions a just and equitable world where every student is college- and career-ready and prepared to become a compassionate, thoughtful, and contributing global citizen. To achieve this vision, CCE works at the school, district, and state levels in New England and beyond to:

- Create, support and sustain learning environments that are collaborative, democratic and equitable;
- Build capacity within districts and schools to adopt effective practices that promote collaborative, democratic and equitable learning for students and educators; and
- Catalyze systemic change at the school and district levels through district-and state-level policy, research, and advocacy

The Center for Collaborative Education is an equal opportunity/affirmative action employer and is committed to diversity in the workplace by maintaining a staff that represents the voices of the communities we serve.

Application

Applications are being accepted on a rolling basis. Interested applicants should provide a thoughtful cover letter and resume here: <https://formstack.io/EC4F1>.

