



Quality Performance Assessment Intern Internship Opportunity – Fall 2017

Interns at CCE will engage in meaningful work that supports CCE's mission in a collaborative setting while gaining experience and skills. All interns will learn about CCE, best practices (and challenges) in nonprofit management, and the field of education while contributing to the organization's ability to achieve its strategic goals.

Our Mutually-Beneficial Internship Design

To be successful in our internship program, interns must:

- Contribute to an area of need in the organization
- Create a product as evidence of their work/learning
- Select and explore an area of interest within CCE's work throughout the semester

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

As part of an Intern Cohort, interns will have the opportunity to:

- Engage in a collaborative work environment through assignments on team projects
- Learn about the work of an educational non-profit
- Deepen understanding of the role of performance assessment in the current educational landscape
- Co-learn with college peers from universities across the country about education policy and equity
- Learn from the work of the QPA project through the organization and documentation of work
- Be introduced to the other program areas at CCE and learn about the work of each team

Internship Project Opportunities

Common Tasks for All Interns

In addition to the potential individual (and team) projects through the semester listed below, interns at CCE will participate in shared experiences as a cohort. These experiences may include, but are not limited to:

- Collaborative blog post writing for the CCE blog
- Weekly or monthly text-based discussions and equity conversations with CCE staff members
- Social media outreach support with the Marketing and Communications Team
- Team systems support for the Instruction and Assessment Team
- Observation and provide support at PD events

Share Stories from the Field

In order to share best practices and student/teacher experiences with performance assessment we have been collecting stories from the field. The QPA team is looking for an intern who can identify strong performance assessment stories to document. Interns will conduct interviews with teachers, students, and administrators, synthesize panel discussions at institutes, and go on school visits. The project may include writing up one-page documents, creating infographics, or creating website content. In addition, interns will be asked to follow the activities of similar education organizations in the field and propose innovative ways for CCE to engage educators in the field.

Video Production: Protocols, event promotion, success stories, etc.

CCE is currently in the process of updating our processes and strategies for communicating with the education field as a whole—one example being the creation of our company blog. Another strategy in the office is the use of video for instructional, promotional, and informational purposes. Video production work would provide an opportunity for an intern to film, edit, and produce video of protocols, QPA resources and tools, and success stories of QPA projects/grants in nearby school districts. In addition, interns working on the video project would be asked to explore various channels for sharing our videos with the education field such as Vimeo, YouTube, and the Teaching Channel, and would be asked to provide a document detailing suggestions to the staff by the end of the semester.

Resource Kit Curation

To streamline our professional development processes, the QPA team has been slowly developing a Resource Kit on our online storage system. The QPA team is looking for an intern with particularly strong organizational and systems development skills to update resources and materials in the resource kit and to create processes for continuing resource kit curation in the fall). The project may include writing descriptions of QPA resources and resource kit folders, updating tools and protocols, and conducting internal research (*interviewing team members about their process for using the resource kit in order to collect data to streamline and improve processes*).

Interns will have the opportunity to engage with multiple projects, but will work deeply as the lead in one project area for the semester.

Qualifications

The ideal candidates for all intern positions 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 the position
- Strong writing and research skills
- Strong analytical and communication skills
- Demonstrated commitment to equity in public education
- Strong organizational skills, ability to multi-task and complete projects by deadline
- Microsoft Office skills required



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.

Dates

September 2017 through December 2017 or May 2018. The timeframe is negotiable; when possible, full year internships typically allow for a deeper learning experience.

Hours

Approximately 8-12 hours per week (negotiable)

Compensation

There is a \$500 stipend for internships at CCE depending on time commitment. The stipend may be applied to work study. Depending on school requirements, it may also be possible to earn course credit.

Application

Applications are being accepted on a rolling basis. Interested applicants should send a thoughtful cover letter and resume to Allison Short at ashort@ccebos.org.

