**School Application for Part-Time Student Data Intern**

**Deadline: Friday, July 14, 2017**

**Program Description**

The 2017-2018 School Year will be the 5th year of FOCUS’s Data Internship Program. We have placed over 50 FOCUS Data Interns in 28 different schools throughout Washington, D.C. We are currently seeking 10 interns to be placed in public charter schools in D.C. Interns will work with the school’s data staff and teachers to increase school’s capacity to use data effectively. We match interns with schools based on interests and strengths. Interns are expected to work 10-15 hours each week.

**FOCUS’s Role**

The program supervisor at FOCUS will manage the program and administer the program’s recruitment process from application screening to intern offers. The FOCUS supervisor will manage the stipend payments, check-ins and evaluation of interns. We will provide an orientation and on-going training to data interns that will cover DC Education, Excel, Student Information Systems and School Reporting. Any issues that arise during the internship should also be discussed with the FOCUS supervisor.

**School Obligations**

**Financial**

Data interns can work either one semester (150 hours) or two semesters (300 hours) over the course of the school year and are compensated $15 per hour. A portion of the program cost is covered by the OSSE SOAR grant managed by FOCUS. Once an intern is matched, the school will be invoiced for a one-time payment of $1,250 for one semester or $2,500 for the full school year to cover the remainder of the program costs.

Semester Internship: September 2017- December 2017

Full Year Internship: September 2017 – May 2018

**Supervision and Training**

Site Supervisors are responsible for supervising and mentoring data interns throughout the internship. We expect supervisors to provide a brief orientation and direct or indirect supervision as appropriate for the intern’s projects. In addition, site supervisors must approve intern timesheets every two week and will be asked to complete an intern evaluation form at various times throughout the internship. We look for sites that provide an environment where the data intern can learn and have opportunities for professional growth in both the education and data fields.

**School Application Instructions**

Please complete the application below if you are interested in hosting a part-time data intern for the 2017-18 school year. Applications will be reviewed and considered based on the following criteria:

* strength of the school’s project plan
* availability of intern applicants with appropriate skill set, and
* school’s capacity to use an intern effectively.

Note: We may not be able to provide an intern to every interested school.

**Internship Preference**

**Would you prefer to have an intern for one semester, for the full school year, or are you open to both?**

Semester Internship: September 2017- December 2017

Full Year Internship: September 2017 – May 2018

**School Information**

**School and LEA Name**:

**Full Address**:

**If you operate on multiple campuses, please provide the address for where the intern will primarily work**.

**Supervisor Information**

Please provide the following information for the direct supervisor of the intern.

**Name**:

**Title**:

**Phone**:

**Email**:

**Best times to reach**:

**Brief description of supervisor responsibilities**:

**What other staff does he/she supervise**?

**Will you be able to provide an appropriate, consistent on-site workspace with a desktop computer or laptop**? (Please describe the workspace.)

**School Data Climate**

**How would you describe your school’s current data capabilities? (ie. urgent needs, strengths and weaknesses, recent or upcoming system upgrades, etc.)**

**What are your short-term goals for improving data usage?**

**How do you anticipate your school will benefit from having a Data Intern?**

**Project Scope**

Past data interns have worked on a variety of tasks throughout the internship. We expect that data interns may be expected to work on multiple projects throughout the 2017-18 school year. It is important that data interns have appropriate supervision and are asked to perform tasks that are suitable for their skill level, experience and part-time role.

*Examples of Appropriate Projects:*

* Digitize and clean historic data
* Train school staff on more efficient ways of entering data
* Merge and manipulate data using Excel or SAS
* Transfer data from one system to another
* Train teachers (one teacher or a small group of teachers) in the use of Excel for analysis of student growth or recording student data
* Concrete analytical projects involving student data (disaggregation, trend analysis, growth comparisons)
* Assist with designing and rolling out new data-related projects
* Present quick turn-around assessment analysis and visualizations to school departments
* Design and implement school dashboards

*Examples of Projects That Are Not Appropriate:*

* Enter routine and recurring data (such as daily attendance)
* Establish a data-driven culture
* Develop a strategic plan for implementing data-driven instructional practices
* Manage the transition from Power School to new system
* Be responsible for students

**Please provide either a position description for the data intern or a list of projects, tasks and responsibilities that you expect the data intern to be engaged in throughout the internship.**

**Provide a detailed description of one specific project listed above and include an estimation of how long it will take to complete the project**.

**Please list certain skills that are necessary for working on projects that you envision over the course of the internship (i.e. Excel proficiency, SQL, R, strong presentation skills).**

**Do you have any additional information that you would like to provide**?

**Please contact Preety Patidar with any questions or assistance completing this application.**

**Phone: (202) 387-0405**

**Email: ppatidar@focusdc.org**