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

**Deadline: Monday, July 16th 2018 at 5pm**

**Program Description**

The 2018-2019 School Year will be the 6th year of FOCUS’s Data Internship Program. We have placed over 60 FOCUS Data Interns in 28 different schools throughout Washington, D.C. We are currently seeking 8-10 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.

**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, using Excel, Student Information Systems and School Reporting. Any issues that arise during the internship should be discussed with the FOCUS supervisor, so additional support can be offered to address the situation. FOCUS supervisor may also make site visits throughout the year.

**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 and paid out in 2 to 4 stipend payments based on the length of the internship. 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 $1,500 for one semester or $2,500 for the full school year to cover the remainder of the program costs.

Semester Internship: September 2018- December 2018

Full Year Internship: September 2018 – May 2019

**Supervision and Training**

Site Supervisors are responsible for supervising and mentoring data interns throughout the internship. We expect supervisors to provide a brief orientation, as well as, direct or indirect supervision as appropriate for the intern’s projects throughout the school year. In addition, site supervisors must approve intern timesheets every two weeks and will be asked to complete a monthly intern check-in form and end of internship evaluation. We look for sites that provide an environment where the data intern is supported in their learning and have opportunities for professional growth in both the education and data fields. The FOCUS supervisor will schedule an onsite meeting with new supervisors to review program details.

**School Application Instructions**

Please complete the application below if you are interested in hosting a part-time data intern for the 2018-19 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.

**Send your completed application to****dataintern@focusdc.org** **by Monday, July 16th, 2018 at 5pm.**

**School Information**

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| **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.

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| **Name**: |  |
| **Title**: |  |
| **Phone**: |  |
| **Email**: |  |
| **Best times to reach**: |  |
| **Brief description of supervisor responsibilities**: |
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| **What other staff does he/she supervise**? |
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| **Will you be able to provide an appropriate, consistent on-site workspace with a desktop computer or laptop**? (Please describe the workspace.)  |
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**School Data Climate**

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| **How would you describe your school’s current data capabilities? (ie. urgent needs, strengths and weaknesses, recent or upcoming system upgrades, etc.)**  |
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| **What are your short-term goals for improving data usage?** |
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| **In what ways do you anticipate your school will benefit from having a Data Intern?** |
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**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 2018-19 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 (with support from supervisor)

*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

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| **Are you interested in hosting an intern for one semester intern, yearlong (two semester) intern, or open to both?**Fall Semester Internship: September 2018- December 2018Full Year Internship: September 2018 – May 2019Spring Semester Internship: January 2019- May 2019 (applications will open late Fall/early winter)  |
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| **Please provide either a position description for the data intern or a list of projects, tasks and responsibilities that you plan to have the data intern engaged in throughout the internship.** |
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| **Provide a detailed description of one specific project listed above and include an estimation of how long it will take to complete the project**.  |
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| **Please list the key technical skills necessary for the projects that you envision over the course of the internship (i.e. Excel proficiency, SQL, R).** |
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| **Please list a few key factors you believe are critical to being successful and a good fit for your school. (ie. professional skills, key behaviors and abilities needed, characteristics of past interns)** |
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| **How will you determine if your intern is successful?** |
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| **Do you have any additional information that you would like to provide**? |
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**We will review applications and notify you if you are matched with a Data Intern.**

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

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

**Email: ppatidar@focusdc.org**