YWCA of Richmond
Internship Position Description

Job Title: Educational Leadership Intern
Department/Program: YWCA Child Development Center
Reports To: Director of Child and Family Development
Prepared By: Director of Child and Family Development
Prepared Date: May 15, 2014
Approved By:

GENERAL PURPOSE OF INTERNSHIP
To provide an Administrative Internship for a Masters of Educational Leadership student. Internship will comply with ISLLC standards.

HOURS
8:00 a.m.-3:00 p.m. (times may vary based on student’s schedule)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Duties may be modified based on individual student learning needs.

REQUIREMENTS Must be a MS student in an Educational Leadership program

SPECIFIC TASKS
• Assist with the day-to-day administrative duties to include; teacher observations, lesson plan review, and management of monthly reports

• Assist Director by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.

• Enhance the success of all students by collaborating with primary stakeholders and other community members by responding to diverse community interests and needs

• Review current NAEYC, Virginia Star Quality, and Department of Social Services Licensing and Accreditation models and ensure Center is in compliance with regulations

• Complete all required daily, weekly, and monthly documentation

• Complete a learning plan and working contract with supervisor

• Write and submit weekly process recording and conference agenda to supervisor