



**steppingstone**  
FOUNDATION

THE STEPPINGSTONE SUMMER INTERNSHIP  
Summer 2019 Position Description

The summer internship at Steppingstone provides talented and committed college students with an opportunity to learn about careers in education, educational access, and the nonprofit sector through firsthand experience working with children in an academically rigorous environment. This six-week internship grants significant exposure to different facets of Steppingstone programs, including direct curricular, non-curricular, socio-emotional, and administrative support. Interns will be placed at The Steppingstone Academy or College Success Academy, based on both interest and relevant experience.

Participants work closely with other Steppingstone interns, staff, and faculty members on projects both in and outside of the classroom. Interns meet regularly with the Internship Supervisors and their Lead teacher or Advisor(s). Interns also attend and participate in weekly seminars on various relevant topics in education, including adolescent development, growth mindset, and classroom management best practices.

Eligible candidates should have completed their sophomore, junior, or senior year by the start of the internship. Candidates should have a demonstrated commitment to racial and educational equity. Ideal candidates will have had prior experience working with children and/or in an educational setting. Please visit our website ([www.tsf.org](http://www.tsf.org)) for more information about our programs.

Intern responsibilities are outlined below.

### **Teaching Intern**

Teaching Interns will be paired with a Lead Teacher. Teaching Interns will:

- Co-teach two sections of a core subject class, as well as a weekly elective and/or physical education class, including lesson preparation
- Conduct structured observations of classes to identify best practices of experienced classroom teachers
- Meet weekly with Lead Teacher for curriculum planning, development, and feedback
- Provide supervision and academic support, 1-on-1 or in a group, during study hall and/or at other times
- Plan and lead whole-class lesson with their mentor teacher's support, and substitute teach as needed

### **Advising Intern**

Advising Interns will be paired with a Lead Advisor (or Advisors) who supports Scholars during the summer and academic year. Advising Interns will:

- Meet regularly with a specific group of Scholars outside of class time to provide social-emotional support, debrief minor behavioral infractions, and create plans for academic improvement

- Meet regularly with Lead Advisor(s) to discuss the progress of Scholars and create plans to support Scholars
- Conduct classroom observations to identify Scholars' academic and social strengths and areas for support in a classroom setting
- Communicate with parents and teachers about the progress of Scholars in and out of the classroom
- Facilitate discussions with faculty members to develop action plans promoting Scholars' academic and social-emotional growth
- Co-teach classes designed to develop Scholars' social emotional skills

## Teaching and Advising Interns

### Administrative Duties

- Provide logistical support for the administrative staff, including distribution of materials and coverage of headquarters and office.

### Non-Curricular

- Meet weekly for seminars and workshops with the Internship Supervisors and guest speakers/faculty
- Reflect on summer experience in writing and through conversations with Coordinators and other interns
- Assist in the supervision of arrival, dismissal, lunch, and recreational periods
- Serve as a bus monitor
- Perform additional duties as assigned to assist with program operations

### Schedule:

Applications are due Friday, February 1, 2019 and can be found on our [website](#). Finalist interviews will take place mid-February to mid-March. Hiring decisions will be made in mid-March.

Steppingstone summer session classes meet at Milton Academy Monday through Friday for six weeks from Monday, July 1 through Friday, August 9. This commitment will include orientation days in mid-to-late June, exact dates to be determined. Interns will be paid a salary of \$2800 and an additional stipend for bus duty. Housing is not included.

**PLEASE VISIT [TSF.ORG](https://www.tsf.org) TO APPLY <https://www.tsf.org/careers/career-opportunities/>**

### FORMER INTERNS SPEAK

"This was one of the best summers of my life. I learned so much it's hard to narrow it down. The kids are all just incredible and this summer helped me realize how important it is to live a purposeful life."

"Awesomeness. Honestly, I learned a lot of valuable skills and gained a lot of new friends. I enjoyed working with everyone at Steppingstone."

"It's safe to say that this summer was one of the best and most productive summers I've ever had! I'd do all over again if I could. I learned what happens behind the scenes in a classroom and gained an even bigger appreciation for all teachers. I experienced classroom management, how to get through all of the curriculum and planning skills."