

# KIPP®Public Schools

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## NORTHERN CALIFORNIA

### **ACADEMICS INTERN**

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#### **Position Summary**

The Academics Intern provides organizational and technical support to the Academics team in order to help meet student, school, and regional goals.

The purpose of this role is to help develop and execute assessment and organizational strategies to support our students, teachers, and leaders. In particular, the Academics Intern will be responsible for providing logistical, technical, and organizational support regarding online testing platforms, curriculum and assessment downloading, and document organization, while also working with the team to ensure that our schools provide the best-in-class programs for all students.

As the Academics Team, we set the academic direction, develop academic leadership at our schools, and create and maintain academic systems which enable our schools. This position requires no travel and can be either a hybrid or on-site role at the Oakland Regional Support Office.

**Reports to: Associate Director of Academics, 3-8 Math, Gabriel Rodriguez (with additional support from the Associate Director of Academics, Early Literacy, Sam Mueller Sobrero)**

#### **Preferred Qualifications**

##### **Experience:**

- Some experience in data entry is preferred

##### **Education:**

- HS diploma required
- Some college preferred

##### **Knowledge/skills required:**

- Demonstrated ability to work well with others.
- Demonstrated ability to work well independently.
- Strong organizational skills.
- Comfort with data entry in computer-based platforms.
- Ability to learn quickly and to execute tasks efficiently.
- Comfort and experience with Google Suites (Docs, Sheets, Slides, Drive, Calendar).
- Comfort with Zoom.
- Excellent oral and written communication, relationship building, and interpersonal skills.
- A commitment to diversity, equity, and inclusion and the ability to partner across lines of difference.
- A deep passion for social justice and equity for all children; a strong belief that all students can achieve at the highest levels regardless of demography.

#### **Essential Functions and Responsibilities**

- Data entry

- Downloading assessments and instructional materials and organizing via spreadsheets
- Organizing team drive
- Revising and building assessments in Illuminate online testing platform)
- Helping to order curricular materials
- Watching instructional videos and note taking
- Participate in team meetings
- Offer technical support in zoom trainings

### **Physical, Mental and Environmental Demands**

**Physical:** Ability to navigate office and hold meetings in different spaces. Traditionally, much of the day involves sitting. Ability to access and utilize technology. Occasional lifting/carrying of equipment 1-20 lbs. Physical agility to move self in various positions in order to execute duties effectively, which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping and reaching overhead

**Mental:** Stress of deadlines and normal work standards, ability to analyze problems and generate alternatives, work with interruptions, concentrate for long periods of time, read, calculate, perform computer-based tasks, memorize and recall objects and people.

**Environmental:** Office environment subject to constant interruptions and distractions. In an emergency context (e.g., pandemic), work may be conducted virtually fully or partially for extended periods of time or longer, and the expectation is that the individual will establish a productive, remote work environment (e.g., ability to stay connected through different technology means). It may require remote work as current public health guidelines warrant. Adhere to KIPP's health and safety guidelines as outlined by the CDC, CDE, and public health agencies' recommendations.

### **Classification**

This is a part-time (30 hours per week), non-exempt position from June 20 to August 11, 2023.

The KIPP Regional Support Office is currently operating in a hybrid fashion. Most positions can expect to work in person 2-3 days per week and remotely the remaining days, subject to change based on the needs of the role.

### **About KIPP Public Schools Northern California**

We are a thriving nonprofit network of 18 free, public charter schools open to all students. At KIPP, we believe all children should grow up free to create the future they want for themselves and that schools can and should be a critical factor in making that vision a reality. Together with families and communities, we create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose—college, career, and beyond—so they can lead fulfilling lives and build a more just world.

Our student community consists of over 7,000 elementary, middle, and high school students in East Palo Alto, Oakland, San Francisco, San Lorenzo, San Jose, and Redwood City, and Stockton. 79% qualify for free or reduced price lunch, 23% are multilingual learners, and 10% have special needs. We strive to cultivate a representative team of teachers and leaders that reflect our students' diversity.

### **Compensation**

KIPP Northern California is dedicated to you and your family's well-being! We offer a competitive salary as well as a comprehensive benefits package including medical, dental, vision, and transportation benefits.

We benchmark annually against comparably-sized non-profit organizations in the regions where we operate, to offer competitive salaries. The pay rate for summer interns is \$20 per hour at 30 hours per week.

### **How to Apply**

Please submit a cover letter and resume by clicking [apply](#) on this page.

**Questions?** Email [christopher.walker@kippnorcal.org](mailto:christopher.walker@kippnorcal.org).