Intern Positions
In collaboration with: 
GARDNER PILOT ACADEMY

Complete your student teaching placement at the Gardner Pilot Academy while serving as a member of our professional learning community. Intern positions work with a specific grade level to provide small group instruction, specialized interventions and classroom support. Interns will be responsible for taking over instructional content areas as the year progresses.

**Gardner Pilot Academy Vision:** Gardner Pilot Academy educates the minds and develops the character of all students in partnership with families and community to ensure all children become socially responsible and achieve academic excellence.

**Gardner Pilot Academy Interns:**

- Work collaboratively with classroom teacher, grade level team, learning specialists and other service providers to support student learning and family collaboration
- Contribute to co-teaching model
- Collect and monitor data to track student progress during small group instruction
- Work in collaboration with teachers to maintain a safe, orderly and positive classroom climate and reinforce core values of caring, honesty, respect, responsibility and academic achievement
- Monitor and assess student behavior; work with team to establish and implement proactive approaches to address challenging behaviors; follow the school policy and procedures for disciplinary issues
- Participate in grade level team meetings to build understanding of curriculum and pedagogy, participate in planning and develop curricular/standard-based activities for students
- Attend and actively participate in planning and professional development activities including Friday PD
- Work with team to arrange and provide classroom coverage (including communication of lesson plans)
- Plan and implement daily before school program for students at grade level to support and reinforce core academics; support the transition to breakfast/classroom
- Engage in reflective practice; identify both personal and program goals and work collaboratively with staff and administration to achieve them; Assist with and actively participate in self-evaluation process
- Carry out additional responsibilities as assigned by the Principal, Assistant Principal or grade level team
- Establish and maintain regular communication with parents, staff (including classroom teachers) and program volunteers/partners; report any work-related issues or concerns to the Program Director
- Follow the Personnel Policies of the Gardner.

**Schedule:** The work schedule for interns is from 7:30-2:45 daily. Interns will follow the same schedule as Boston Public School employees. All interns work in the before school program from 7:30-8:00 and support school transition during breakfast from 8:00-8:20. Interns are paid for their year of service.

For more information on Gardner Pilot Academy please visit…
www.gardnerpilotacademy.org

To apply for any of these positions, please send your resume and letter of interest to:
Erica Herman, Principal
ehlerman@boston.k12.ma.us
617-635-8365

Position Description – Next Page
Gardner Pilot Academy

Description: The Gardner Pilot Academy (GPA) is a K-8 full-service pilot school in the Boston Public School system, offering a comprehensive array of support services to the students and families we serve. As expressed in our mission, the Gardner is committed to the promotion of social responsibility and partnerships with family and community as well as the core work of academic achievement. The intern will support this goal through the management of student assessment data, coordination of curriculum resources, implementing student interventions both academically and behavioral, and parent outreach via our school website.

Roles: The GPA Curriculum and Assessment Intern will assume the following responsibilities:

- Coordinate the ANET assessments for each administration period.
- Analyze student assessment or behavioral data and present visually on the school data board to represent updated data.
- Manage our curriculum resources and GPA bookroom
- Monitor our NAEYC accreditation
- Oversee and manage the administration of state assessments
- Provide intervention during our success block to a identified tier 3 students
- Manage our school parent website with updated information.
- Other opportunities based on intern interest and experience
- Support professional learning of faculty at GPA through Faculty Friday sessions, Instructional Rounds, and professional learning groups (CPT)
- Support GPA to align our curriculum to the common core and to PARCC

Supervision/training: Interns will receive formal orientation in the fall in order to become acquainted with school rules, protocols, and norms. Our curriculum and assessment intern will work directly with our school principal and will receive weekly support for tasks.

Age range/grade range of children at site: Ages 4-14 (K1-8)
School(s): Gardner Pilot Academy
Number of slots: 1

Site coordinator and Supervisor: Erica Herman, Principal

Email addresses: eherman@bostonpublicschools.org
Phones: 617.635.8365 (school number)
Address: 30 Athol St. Allston, MA 02134

Work study funds available?: No
Accessible by public transit?: Yes Parking available?: Parking is available on Athol and Brentwood streets.