

KIPP LA Schools

New School Operations Intern

About KIPP LA Schools

KIPP LA Schools is a non-profit organization that operates free, open-enrollment, college-preparatory public charter schools. Our schools, which serve elementary and middle school students in East and South Los Angeles, are part of the national KIPP (Knowledge Is Power Program) network of 109 schools in 20 states and DC. KIPP schools are dedicated to preparing students in underserved communities for success in college and in life.

KIPP LA's mission is to teach the academic skills, foster the intellectual habits, and cultivate the character traits needed for our students to thrive in high school, college, and life. Through the success of our students, the KIPP LA team and family will serve as a model of excellence and collaborate with others to raise the quality of education in Los Angeles.

KIPP LA's schools feature a "no shortcuts, no excuses" philosophy and a strong culture of achievement. Our curricula are designed to provide students a well-rounded education, with sufficient time dedicated to academics, the arts, enrichment, and physical education. KIPP LA's educators are committed to continually improving their teaching skills, and to giving students the support and motivation they need to excel in school and beyond.

In the 2012-13 school year, KIPP LA will operate seven schools – three elementary and four middle schools – and serve approximately 2,000 students. By approximately 2020, KIPP LA will grow to 14 schools serving more than 6,000 students in kindergarten through eighth grade.

Job Overview

The New School Operations Intern will provide operational support to a new School Leader as s/he prepares to found a school in Fall 2012. The intern will gain insight into the process of founding a charter school as well as hands-on experience in school operations in the communities that we serve.

Responsibilities

- Assist in student recruitment and enrollment, including regularly communicating with prospective students' families, tabling in public places, and generally supporting the School Leader as s/he executes the school's recruitment plan;
- Provide scheduling support for the School Leader as needed, including scheduling prospective teacher interviews;
- Assist in the creation of school documents, packets, and handbooks to prepare for incoming students, families, and staff; and
- Other duties as assigned.

Qualifications and Desired Characteristics

- Current undergrad or graduate student preferred;
- Bilingual English/Spanish required;

- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment;
- Relentless results-orientation;
- Ability to communicate and interact effectively with multiple constituencies;
- Excellent organizational, planning, and implementation skills;
- Excellent written, communication and presentation skills;
- Initiative, leadership, and tenacity;
- Able to stay positive through challenges;
- Detail-oriented team player willing to roll up sleeves and get the job done;
- Ability to travel to KIPP LA sites in South and East Los Angeles; and
- Unquestioned integrity and commitment to KIPP LA's Mission and Community.

Salary

This is an unpaid internship beginning in February and lasting through June. The intern will work 15-20 hours per week, though hours will be somewhat flexible.

To Apply

Please visit <http://go.kippla.org/noninstructionalapp> to complete an application. You will be required to submit a formal cover letter and resume.

KIPP LA is strongly committed to hiring a diverse and multicultural staff and we encourage applications from traditionally under-represented backgrounds. KIPP LA does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, national, ethnic origin, or any other reason prohibited by state or federal law.