

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE:	Senior Internship Advisor
REPORTS TO:	District Business Supervisor and High School Principal
COORDINATES WITH:	Principals, teachers, business leaders, industry leaders, mentors, parents, students, central office administrators and curriculum supervisors
STIPEND:	\$2000.00
QUALIFICATIONS:	NJ Certified Teaching certificate or equivalent Work-Based Learning Supervision Training (Formerly Structured Learning Experiences) from the NJ Safe Schools Program Ability to organize and coordinate events Ability to communicate effectively with parents, students, faculty, outside partners, businesses and administrators Demonstrated leadership ability Required criminal background check and proof of US Citizenship or legal resident alien status
JOB GOALS:	To oversee and implement the district's Senior Internship Program

PERFORMANCE RESPONSIBILITIES

1. Maintain a positive, cooperative role in all professional interactions; assume responsibility in promoting a positive climate for the students enrolled in the Senior Internship Program.
2. Assist students in applying for and maintaining a senior internship.
3. Monitor student progress through student meetings, site visits and employer evaluations.
4. Create a network of companies that are willing to participate in the Senior Internship programs.
5. Promote the Senior Internship program. This includes, but is not limited to, participating in elective fairs or any other pertinent events such as attending Chamber of Commerce meetings.
6. Review and approve all potential internship sites to ensure safety and compliance with the Senior Internship program.
7. Contribute updates when appropriate to Curriculum Department newsletters.
8. Collect data and maintain accurate records of current and former Senior Intern students.
9. Organize and conduct student meetings.

10. Maintain student work schedules and updates.
11. Facilitates Employability Skills by providing training for students including appropriate conduct, completion of resumes, cover letters, applications, interview assistance, etc.
12. Update/send participants a number of forms that they need to complete, along with their parents. (Program guidelines, rules, permission to drive, car insurance, FAQs, etc.)
13. Performs other tasks and assumes other responsibilities as may be assigned by the direct Supervisor, School Principal, Assistant Superintendent or Superintendent.

Board Approved: 27 May 2021