Job Title: Compliance Intern  
Reports to: Director of Legal Compliance  
Location: Office of English Language Learners at the Boston Public Schools  
Status: Part Time  
Terms: Paid Internship  

General Description:  
The intern will provide support to the Director of Legal Compliance in implementing a complex Successor Settlement Agreement with the federal government. The new settlement, replacing the current interim Agreement, will govern the current overhaul of service provision for more than 16,000 students who are not English proficient and set permanent educational standards for this group. The intern will also provide assistance with assessing the level of compliance with the existing accord and supporting schools in making necessary changes in practice via completing specific tasks and compliance projects. The intern who fills this position should expect to learn the compliance field within the context of a large urban public school system.  
Representative projects include: compiling and interpreting data from schools, conducting research projects, and drafting memoranda with appropriate supervision, and to otherwise assist the department with their duties.  

Responsibilities:  
1. Research; organize and index factual information for reports to the federal government and internal use;  
2. Review, gather, collate, and present data to support the Assistant Superintendent of the Office of English Language Learners and participate in the processes of its leadership team in the formulation, implementation, oversight, and revision of district ELL policies;  
3. Providing appropriate assistance with ongoing projects in order to meet legal requirements as defined in BPS Settlement Agreement with the Federal Government;  
4. Provide assistance to ensure compliance with consent decree and other legal obligations;  
5. Participating generally in the reform work with a highly diverse, talented, dedicated, and congenial staff.  

Qualifications:  
1. Some law school education preferred but not necessarily required  
2. Prior experience in urban district with a large multi-cultural population preferred  
3. Advanced knowledge of Microsoft Excel, Access, and Word.  
4. Ability to compile, gather and derive objective conclusions from data  
5. Strong oral and written communication skills  
6. Outstanding presentation skills  

Persons interested should send resume, cover letter and writing sample, and references to Kim Tsai at ktsai@boston.k12.ma.us.