



Justice Resource Institute

## INTERN POSITION DESCRIPTION

**PROGRAM:** Anchor Academy

**POSITION REPORTS TO:** School Director

**DESCRIPTION DONE BY:** Anchor Academy Program Director

**POSITION TITLE:** Anchor Academy Teaching Intern

### **QUALIFICATIONS (Education and Experience)**

- Educational background in special education or specific academic subject matter.
- Excellent communication skills.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers and interns, respecting privacy and confidentiality.

JRI seeks to find the best intern for an available position. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

Candidates pursuing degrees in education, psychology or social work are encouraged to apply.

### **PRINCIPLE ACCOUNTABILITIES**

#### **General Duties and Responsibilities:**

- Dress appropriately and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the posted form at your program.
- Be a role model for service recipients.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy
- Attend internal and external trainings as required.

#### **Specific Responsibilities:**

- Alongside mentors, implement individualized education plans for students with disabilities.

- Demonstrate and implement knowledge and practice in multi modality teaching.
- Learn and utilize new learning technology and software.
- Design appropriate methods of teaching grade level Massachusetts Curriculum Frameworks content to students with learning disabilities.
- Apply content knowledge by formulating and implementing lesson plans under the guidance of experienced teachers.
- Work within a milieu where academic and social emotional goals of students are met simultaneously.
- Be a mentor (if applicable).

## **OTHER RELATED RESPONSIBILITIES**

All interns complete an intake and orientation that includes the opportunity to interview other interns, Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, Mantoux (tuberculosis) screening (at some programs), information on JRI's mission, as well as the program's place in that mission, including its philosophy, goals and general policies. We will arrange for all of these requirements.

Interns are invited and encouraged to attend additional training, including First Aid, CPR, CPI - Day 1 (De-escalation), Compliance and Performance Quality Improvement.

## **WORKING CONDITIONS**

- Working within a school setting directly interacting with students, but never in 1:1 situations
- Working within both education and counseling settings.

## **OTHER (Descriptions and Contact):**

**Anchor Academy** is a comprehensive, therapeutic day program operated by JRI. The school has nearly 30 years of experience offering individualized special education, clinical treatment, prevocational and vocational experience and therapeutic supports in a community-based setting.

Anchor Academy is a community-based middle school and high school that serves medically stable students challenged by emotional, learning and behavioral disabilities. Typical diagnoses include depression, bipolar disorder, impulsivity, organization and attention issues, processing and expressive disorder, reading disabilities, etc. High school students explore their readiness for work through our School to Career program, which allows students to investigate occupational interests through intern and apprenticeship placements

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**AGENCY SUMMARY:**

Justice Resource Institute is a non-profit 501(c)(3) human services agency. JRI is dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. JRI pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. We work in partnership with individuals, families, communities and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice, in research and in the field, in order to inform our continuous search for excellence in service.